



**EXHIBITOR INFORMATION KIT
COW PALACE EVENT CENTER
ARENA/ NORTH & SOUTH HALLS
NOVEMBER 13th, 14th and 15th, 2015**



Dear Sponsors, Exhibitors & Partners,

The 15th Green Festival EXPO in San Francisco is quickly approaching! We're looking forward to welcoming all of you at the Cow Palace Event Center, November 13–15th, 2015.

In 2015 and beyond, we want to bring something new to your attention. Green Festival EXPO is working with Metropolitan Exposition Services, our new General Service Contractor, in four cities (NY, DC, LA and SF). We encourage you to use this opportunity to check out their furnishing offers to make your booth as attractive as possible!

The following kit includes important information about the show and services provided by Metropolitan and Cow Palace Event Center.

- We are now officially a 3-day show in all cities! – Please review our *new opening and move-in/out times*.
- Move in will be **Thursday, November 12th from 9am-6pm** & Friday, November 13th from 8am-11am.
- Move out will be on Sunday, November 15th 5pm-9pm.
- Exhibitor registration will be on Thursday, November 12th from 9am-6pm & Friday November 13th from 8am-Noon, just outside the Arena at Cow Palace.
- Material handling/registration forms are in the Metropolitan Services kit for those needing union assistance/use of the loading dock. (need credit card info - payments must be made prior the show)
- *Please read the kit thoroughly and inform staff of all regulations and important dates.*

We would also like to introduce you to our Marketing Upgrades (to make the most out of your booth) which includes the Premium, Executive and Social Media Package. Our new **"Bill Back 5 Rewards"** is a wonderful revenue opportunity for exhibitors. Each person attending the show using an exhibitor special promotional code will receive \$5 off of their full priced ticket (purchased online) & Green Festival will pay the exhibitor \$5! A check will be sent after the show. We also have a new online tool to customize your very own marketing materials with your individual logo and booth number. This will help you to promote your booth presence prior to the show. ([Customize here](#))

Green Festival Expo is introducing a brand new referral program. This referral program applies to past exhibitors, current exhibitors and even speakers! If you know a business that would fit into our Green Marketplace, let your sales representative know, and once booked with us you will receive a check for \$100 AND the company you referred will receive \$100! It's that easy, so reach out to your network and spread the message!

Green Festival EXPO embraces social responsibility and high environmental standards – we strive to be a zero-waste event. As every year, we would like to encourage our exhibitors, partners and sponsors to do the same by using recycled products and/or environmentally friendly materials. For more information, please visit our website at www.greenfestivals.org/green-festival/about and see the section "Mission and Vision." We offer a friendly reminder of a few rules that are often overlooked:

- The exhibitor agrees not to assign, sublet, or share the whole, or any part, of their assigned space without prior knowledge and written consent of Green Festival EXPO and Metropolitan.
- Exhibitors agree to remove any and all materials from their booth at the conclusion of the show in line with our "Leave No Trace" policy as well as comply with our vegan/vegetarian show mission.
- Literature must be kept within booths! Please no handing out or displaying of literature outside of your designated booth. No solicitation is allowed outside of booth.
- DO NOT break down your exhibit space until 5pm on Sunday evening; it is against Green Festival policy and may result in not being invited back. Please read the Booth Agreement Terms & Conditions.

If you require additional information or assistance, please contact:

Bob Redding, Operations Coordinator
828-333-9424 or Bob@greenfestivals.org

We look forward to a great & successful show, and would also like to extend an invitation to join us at the Green Festival EXPO concessions area for our **Exhibitor Reception** on Saturday, November 14th from 6-7pm! Every exhibiting company will receive a complimentary beverage. We will be launching Green Festival Expo SF 2016 floor plan at the reception with a special rate for exhibitors who **book on site & reserve the best location!**

Kind regards,

Dr. Corinna Basler
President

Karen Ferrel
Partner & Sponsor Director

Kristen Allen
Head of Sales

Bob Redding
Operations Coordinator

AMERICA'S LARGEST & LONGEST-RUNNING SUSTAINABILITY & GREEN LIVING EVENT

You are invited.

Dear valued 2015 Green Festival Expo exhibitor,

We are proud to introduce the new, and innovative Green Festival Expo Online Store! We are extending an invitation to you, our 2015 Green Festival Expo exhibitors, to the first ever Green Festival Expo digital marketplace. Buyers can browse, search, and place orders digitally with you before, during and after the Green Festival Expo. To those familiar with online platforms like Amazon and Etsy, the Green Festival Expo Online Store is designed so that you can upload your company information, products, and even interact with customers through an integrated social media platform! This store will enable you to sell and promote an unlimited amount and variety of your products and brands 365 days, 24/7 – to our show attendees, plus to all the conscious consumers worldwide.

You will have the capability to advertise your products and services to the Green Festival Expo market! This online store is targeted for both consumers and retail buyers (where you can include wholesale pricing). We are offering a limited Online Store special, FREE to our 2015 exhibitors as an extra benefit. Go to our website to sign up!

We look forward to your participation!

Warm regards,

The Green Festival Expo Team



Extra store features include:*

- Supported by a Live Help Chat
- Consumers and Wholesale Buyers
- Integrated Social Media Platform
- 365/24/7 day sales platform
- Benefit from a broad online market
- Unique sustainable sales platform
- Customized 100% products, prices, images and videos
- Gather data about your customers, buyers and leads



All you need:

- A Green offering (products or services)
- Pictures of your products and/or description of your services

*The Green Festival Expo Store is not limited to companies which sell directly to consumers (store listings and coupons).

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SECTION 1 - WELCOME TO SAN FRANCISCO GREEN FESTIVAL EXPO!

1A. Preparing for Green Festival EXPO

Welcome to Green Festival EXPO! If you are a new or returning exhibitor, please note that changes are made every year and in every event in an effort to improve the Green Festival EXPO experience for all participants and attendees.

IMPORTANT DIFFERENCES FOR THIS YEAR:

- **MOVE OUT for FREIGHT AND POV will be SUNDAY NIGHT 5pm-9pm.**
- **NO ONE UNDER 12 YEARS OLD WILL BE ALLOWED ON THE SHOW FLOOR DURING MOVE IN/OUT**

1B. Inside this Exhibitor Information Kit

This kit is filled with all the information you need to have a successful event including all deadlines. It is very important that the people who are going to be onsite are familiar with the information contained in this kit and the information emails that we send, so please forward this kit to all staff working the booth. Inside this kit you will find:

- General information, booth equipment and marketing packages
- Logistics, rules, regulations and greening information
- Additional furnishings and carpet information and order forms
- Material handling, freight & shipping information (See Metropolitan Exposition Service Kit for Forms and Payment information)
http://greenfestivals.org/files/2015/sf/sf_2015_metropolitan_exposition_services_kit.pdf
- Electricity and internet order forms
http://greenfestivals.org/files/2015/sf/exhibitor_kit_sf_2015_edlen_electrical_service_order_form.pdf
- Food sampling and vending information, rules and forms

Please read this kit so you may enjoy the greatest benefits of your exhibit experience with the Green Festival EXPO.

1C. Exhibitor Reception - Beer and Wine

There will be an Exhibitor Reception on Saturday night after show close from 6pm to 7pm. Green Festival EXPO would like to get to know our exhibitors on a more social level, and this is a great networking opportunity, so please join us on Saturday night at the Green Festival EXPO Food Court!

SECTION 2 - CRITICAL DEADLINES

Oct. 13st	Exhibitor Information & Orientation Call 1 (see section 3E.) 2pm EST / 1pm CST / 11am PST
Oct. 8th	Advance warehouse starts accepting freight
Oct. 26th	Exhibitor Information & Orientation Call 2 (see section 3E.) 5pm EST / 4pm CST / 2pm PST
Oct. 16th	Deadline to submit Certificate of Liability (COL) (Food and Beverage)
Oct. 16th	Deadline to submit San Mateo Health Dept. TFF application (Food and Beverage)
Oct. 30th	Deadline for ordering electricity from Edlen Electric (advance discount price)
Oct. 30th	Deadline to receive discounted Additional Furnishing and Carpet pricing
Nov. 5th	LAST DAY Advance Warehouse regular price freight (30% surcharge after)

SECTION 3 - WHERE, WHO, WHEN & HOW

3A. Venue Name and Address

Cow Palace Event Center
2600 Geneva Ave
Daly City, CA 94014
(415) 404-4111
<http://www.cowpalace.com/>

3B. Green Festivals, Inc. Show Management

Green Festivals, Inc.
www.greenfestivals.org
PO Box 2837
Asheville, NC 28802
Compliance and Logistics Phone: 828-333-9424
Compliance and Logistics fax: 828-394-2383
Compliance and Logistics email: Bob@greenfestivals.org
Exhibit Sales Phone: 828-236-0324 ext. 300

3C. Metropolitan Exposition Services, General Service Contractor (GSC) Metropolitan Exposition Services

www.metro-expo.com
115 Moonachie Ave
Moonachie, NJ 07074
Phone: 201-994-1301
Fax: 201-994-1350
E-Mail: Exhibitorservices@Metro-expo.com

3D. Event Dates & Hours

Thursday, Nov. 12th

Exhibitor Move-in 9am - 6pm

- Freight accepted 10am-4pm
- (LOADING DOCK OPEN 10AM To 4PM)

Friday, Nov. 13th

Event Hours Noon - 6pm

- Exhibitor Admittance 8am - Noon
- (LOADING DOCK OPEN 8AM-10AM)
- (HAND CARRY CLOSING 11AM)

Saturday, Nov. 14th

Event Hours 10am - 6pm

- Exhibitor Admittance 8am - 10am
- (LOADING DOCK NOT OPEN FOR MOVE IN/OUT)
- (HAND CARRY RESTOCKING ONLY)

Sunday, Nov. 15th

Event Hours 10am - 5pm

- Exhibitor Admittance 8am - 10am
- (LOADING DOCK NOT OPEN FOR MOVE IN)
- (HAND CARRY MOVE OUT 5PM-9PM)
- Shipping 5pm-9pm

Sunday, Nov. 15th

Exhibitor Move-out 5pm-9pm

- (LOADING DOCK OPENS 5PM)
- Hand Carry Option
- MATERIALS MUST BE OUT BY 9PM
 - Freight will be forced out at additional cost using the designated carrier after 9pm.

3E. Green Festival EXPO Exhibitor Information & Orientation Calls

Mark your calendar! We will cover important information regarding logistics compliance, move-in, move-out, greening rules, and event policies. We will also cover all of the new marketing opportunities available to Green Festival EXPO exhibitors to enhance your exhibit experience. There will be a Q&A component at the end of each call. Compliance for food vendors and samplers will be covered at the end of each call.

We have scheduled 2 calls for your convenience:

Tuesday, Oct. 13st

2:00pm EST / 1pm CST / 11am PST

AND / OR-

Wednesday, Oct. 26th

5:00pm EST / 4pm CST / 2pm PST

Call in Phone: (712) 432-0360

Conference ID: 253147#

Duration: approximately 45 minutes

SECTION 4 - BOOTH PACKAGES AND SERVICES

4A. Exhibitor Booth Packages

Objects or structures in booths must be contained within the booth space. The maximum height of anything in the booth is **eight (8) feet**. Please confirm your booth number with your sales representative.

Basic Exhibitor Booth Package

Objects or structures in booths must be contained within the booth space. The maximum height for exhibits is eight

(8) feet. Booth drape colors will be WHITE. Each booth package comes with the following items:

- One 8ft high WHITE wall and two 3ft side walls made from WHITE drape. Corner booths will not have a side rail on the side adjacent to the aisle.
- One 6ft table with WHITE linen & two side chairs
- Exhibitors receive 4 exhibitor badges with their business name on them, which they will pick up at Exhibitor Registration. These are reserved for people who are working in the booth throughout the weekend. There is no need to register individuals' names.
- In addition, with our new **"Bill Back 5" program**, exhibitors are provided a code to promote ticket sales to all your family, friends and loyal customers at a discounted one day admission rate (\$5 off of the regular price \$15 one day ticket) Ticketmaster fee will apply. After the show, you (the exhibitor) will receive \$5 for every person that uses the code to attend Green Festival EXPO. The code works for **ONLINE TICKET PURCHASES ONLY**. This expires the day before the show opens
 - www.greenfestivals.org/files/2015/sf/sf-2015-social_media_toolkit.pdf
 - Call your sales representative to verify your code

Social Media Upgrade Package (Additional \$500)

- 6 Posts on our Social Platforms prior to event day highlighting your booth, your products/services or incentives
- 3 "Live" Social media interactions one each day of the show
- Our Current Social Media Reach: Facebook over 42K likes & Twitter over 22K followers, and constantly growing!
- 2 Newsletter Highlight Articles going out to our entire attendee database of nearly 50K subscribers. One prior to the show driving your unique sales proposition or initiative and the other after the show to further engage attendees.

Premium Marketing Upgrade Package (Additional \$190)

All benefits of the Basic Booth Package plus:

- Your company listing highlighted and bolded in the Green Festival EXPO Event Guide
- Your product or information displayed in Green Festival EXPOs "Product Teaser Showcase" shelving located at main entrance of Green Festival EXPO
- Two additional exhibitor badges with organization name, for a total of six
- Fifty (50) word company/product description in Web Exhibitor Directory
- Logo or image, address, telephone, Google map link in Web Exhibitor Directory
- Opportunity to submit an article to the Green Festival EXPO News Page

Executive Marketing Package (Additional \$440)

All benefits of the Basic Booth Package and the Premium Marketing Upgrade plus:

- Your colored, double-sided coupon/ad inserted into the Event Guide, which is provided to all attendees
- Company logo in rotation with link on Green Festival EXPO city-specific web page
- Organization/company profiled in Green Festival EXPO's e-newsletter "Exhibitor or Product Spotlight" section, which is sent to 11,000+ attendees

For Exhibitors with the Premium or Executive Marketing Upgrade package, which includes promotion of your logo & your company profile, here are some uploading tips:

- 2MBs is our size limit for uploading images/logos. If you are having trouble uploading the image, this could be the problem. Resize your image and try uploading it again. Please note: Our system will automatically resize your image a max of 120 for height and width if your image exceeds this in either dimension.
- Images need to be .jpg or .png files. Check your file type and convert it to one of these if needed.
- Unable to upload your image? Make sure your filename does not contain spaces or odd symbols.
- If you need a password to access your listing in the Exhibitor Directory, please click on "Need Password" at the top of the Green Festival EXPO homepage.

4B. Uploading your Company Information to Green Festival EXPO's website

Please Note: We are launching a new website very soon and this process will change. Please check with your sales representative

This web-based process is the only way to ensure your company's information is correct online AND in our Event Guide. (Exhibitor's Responsibility)

1. To upload, change or review your business profile, please visit our website at www.greenfestivals.org
2. At the very top left hand side of the page, click on Log In/Out.
3. Login with your username and password that was emailed you. You should have already received a user name and password, or will very soon, depending on when you signed up.
 - a. If you have forgotten your username or password, please click "need password" to have the information emailed to you.
4. After you log in, you will be returned to the homepage. At the top left hand side, click on Edit Listing. You will arrive at a page that provides your brief company profile.
5. Click on Edit near the name of your business. This will take you to a page where you can edit all applicable pieces of your listing.
6. After you have made your changes and reviewed the existing copy, please click Submit at the top of the page.

Listings created on the website will be available for six months following San Francisco Green Festival EXPO. It is your responsibility to ensure the information listed on the website is correct. The Event Guide's Exhibitor Directory and Addendum will be printed with the information from the website.

4C. Verify Your Booth Number

Please refer to the floor plan layout for Cow Palace.

<http://greenfestivals.org/files/2015/sf/sf-2015-floorplans.pdf>

Please verify your booth number and size before ordering any materials and/or electricity. While we make every effort not to move exhibitors, per your contract, Green Festival EXPO has the right to move your booth. To verify your booth number or size, contact your sales rep or call the sales team at (828) 236-0324 x300.

4D. Special Discount Offered to San Francisco Exhibitors and Sponsors From .green-Earth's Domain

DotGreen-Earth's Domain: Sponsor of the New Social Media Lounge, www.going.green. Dot green is the new Internet address(a Top Level Domain like .com or .org)that shows the world you're part of the global green economy. More than simply an identifier for sustainability, together, all .green website owners and users are a global community working to build a better future. When you buy your .green domain you'll be part of the green story. GREEN BUSINESSES LARGE AND SMALL CAN SHOWCASE THEIR SUSTAINABILITY PRACTICES!

Consumers can readily find the products and services from socially responsible companies that support a sustainable lifestyle. A portion of all domain sales and renewal revenue will fund sustainability programs and projects around the world. DotGreen Community, Inc., the steward of .green, is an organization that believes everyone dedicated to the cause of sustainability should have a collective identity. .green is the Internet's new online home for green initiatives, the global green movement and the rapidly growing green economy.

4E. Liquid Pixel Prints-Official Sponsor of the 2015 San Francisco Green Festival Expo

We are proud to introduce our vendors to the Official Printer for the 2015 San Francisco Green Festival Expo. Liquid Pixel Prints will be key Sponsors of this event and will be providing all signage for the Green Festival team on site in November. All materials used by LPP are eco-friendly and sustainable, making them the ideal fit for our event and your booth space! Liquid Pixel will be offering those exhibitors booked into San Francisco free hand-delivered to show site and a 15% discount off their services. Please reach out to Mark directly with any and all of your San Francisco Green Festival printing needs!

"Whether it's transforming a room into an interactive work/play center through custom wallpaper/floor graphics, wrapping a car into a mobile billboard or creating a vinyl banner for your child's soccer team. Our goal is to utilize eco-friendly recycled material, biodegradable inks and the latest technology to create ecological sustainability in the physical marketing material arena. Assisting clients in their creations that transform not only their environment into whatever they wish but sustains the global economy. We are here to help you up the image of your company while leaving our environment intact." - Mark Warmus Mark@liquidpixelprints.com (415)407-2205

4F. Keep Your Green America Business Network Status Current

The Green Festival EXPO celebrates businesses that go beyond conventional practices in addressing the needs of consumers, employees, the community, and the environment. Green Festival EXPO attendees appreciate that exhibitors are screened and approved for their commitment to social responsibility and environmental sustainability. Each returning exhibitor within the calendar year is encouraged to complete a Social Responsibility Screening form detailing its practices. This enables Green America to promote Green Festival EXPO exhibitors as models of social and environmental responsibility. If you are already an approved Green America member (your business currently appears online at www.greenpages.org), there is nothing more you need to do. If you have not yet been approved through Green America's screening process, you may email tlouers@greenamerica.org and request your Social Responsibility Screening form.

SECTION 5 - GENERAL INFORMATION

5A. Parking

Cow Palace Event Center has plenty of parking. These spaces are available on a first come, first serve basis. ~ \$15 per day avg. Exhibitors can purchase a 3 day parking pass for \$39.00 from the Cow Palace.

5B. Exhibitor Registration

Exhibitor move-in is on Thursday, Nov. 12th 9am – 6pm & Friday, Nov. 13th 8am-11am. You must go to the Exhibitor Registration Desk to COMPLETE your registration and receive your Green Festival EXPO Badge. Please pick up your Exhibitor Badges at Exhibitor Registration before setting up materials in your booth. All exhibit staff must check in at Exhibitor Registration upon arrival to pick up their official Exhibitor Badges. Badges must be worn at all times. If you are not working the booth the following day, we recommend leaving your badges at the Exhibitor Registration Desk at the main entrance each evening for the next day's incoming co-workers.

- All exhibitors will receive four (4) badges per booth. The badges will have your organization's name printed on them. There is no need to register individuals' names.

5C. Your Green Festival EXPO Badges

Each Exhibitor will receive 4 exhibitor badges with their booth contract, which they will redeem at Exhibitor Registration. These are reserved for people who are working in the booth throughout the weekend.

5D. Electricity & Wi-Fi

Exhibitor booths do **NOT** come with electricity. If you require electricity in your booth, please see the Edlen Electrical order form in the back of the Exhibitor Information Kit (FORM E). The order form and payment must be emailed or faxed to Edlen Electric by Oct. 30th to take advantage of the advanced discounted rate. (\$95 for 500 watts, single plug outlet). After Oct. 30th electricity is \$142 for 500 watts single outlet. If you require higher wattage than listed please contact Edlen Electric directly. All electrical forms should be emailed or faxed back to Edlen Electric when ordering, **NOT to Green Festival EXPO**. Online ordering is available at www.edlen.com

Wi-Fi is **NOT** available at Cow Palace. Green Festival EXPO also suggests contacting your cell phone provider to get a temporary hot spot added to your phone or purchase a mobile hot spot receiver.

5E. Staffing Your Booth and Informing Staff

Green Festival EXPO does not allow any exhibitors to break down their booths until 5pm on Sunday. Should you choose to break down earlier, you may not be invited to participate in future Green Festival EXPOs. You will be able to **move out your freight & POV on Sunday Nov. 15th, 5pm-9pm**. It is very important that the people who are going to be onsite are familiar with the information contained in this kit and the information emails that we send, so please forward this kit to all staff working the booth.

5F. Displaying Your Products in the Teaser Showcase

If you have purchased one of our marketing packages, be sure to bring your “Green Products” display items to the Exhibitor Registration immediately Thursday during setup or on Friday morning. We will display your item in a 1’ x 1’ area. It is your responsibility to bring those items to us, and your responsibility to pick up your items on Sunday before you leave. Items left on the shelves will not be returned.

5G. Event Security

Green Festival EXPO will provide 24-hour perimeter security. However, to maintain a secure hall and protect exhibitor merchandise, **NO EXHIBITORS OR ATTENDEES** will be allowed in the hall before official move-in times or allowed to stay in the exhibit hall more than 30 minutes after the event closes. **EXHIBITORS ARE RESPONSIBLE FOR THE SECURITY OF THEIR BOOTH MATERIALS.** Green Festival EXPO does not assume liability for stolen merchandise.

5H. Security Suggestions

Nothing will ruin a successful event more than the loss of valuable equipment or products. Show management, the building operator, the general contractor, and the security company provide perimeter security only. Here are some basic steps you can take to prevent theft:

- Do not identify the product or manufacturer on the outside of freight cartons. Mark cartons numerically to indicate the total being shipped (e.g., 1 of 6, 2 of 6, 3 of 6, etc.). Include your company's name and booth number on each carton. Furnish your freight forwarder with accurate and complete shipping form.
- At the close of business each day, cover all display tables. This establishes a barrier to your merchandise. It is a good idea to bring extra sheets or tablecloths to cover your merchandise.

5I. First Aid

Green Festival EXPO will have an EMT onsite during all event hours. If you need assistance, please report to the First Aid station, the front desk, or locate a Green Festival EXPO Staff member. If you are having an emergency, please dial 911.

5J. Lost and Found

All lost and found articles that are turned in will be located at the Information Desk located next to the Box Office in the Main Entrance. After the event, if you are trying to locate a lost article, please email forms@greenfestivals.org

5K. Emergencies and Lost Children

In the event of an emergency, please notify someone wearing a Green Festival EXPO staff credential badge. In the event a parent notifies the Green Festival EXPO staff that their child is missing, an announcement will be made over the loud speakers. If you spot a lost child, please inform the nearest Green Festival EXPOs staff member & have the staff member escort the child to the Information Desk located next to the Box Office in the Main Entrance.

5L. Discounted Hotels for San Francisco Green Festival EXPO

Discounted rates for Sponsors, Exhibitors, and Attendees are located on our website. We strongly recommend making reservations well in advance. These hotel blocks are first come, first serve and will go quickly! Please reserve rooms by Oct. 30th to ensure the best rate.

<http://greenfestivals.org/sf/lodging>

5M. Directions & Public Transportation

By Car

Cow Palace is accessible by car. For directions please follow this link:

<https://goo.gl/maps/2nnb2>

Address:

Cow Palace
2600 Geneva Ave
Daly City, CA 94014
(415) 404-4111

Public Transportation (*The Green Festival EXPO Preferred Method!*)

There are several options for public transportation. This site will plan a trip from anywhere in the bay area.

<http://511.org/>

SECTION 6 - GREEN FESTIVAL EXPO RULES AND REGULATIONS

1. Exhibitors are required to abide by city and state ordinances including all necessary health and fire permits.
 - a. No open flame is allowed inside the building without prior approval from the Fire Marshal.
 - i. Use of Open Flame (eg. Candles or Sterno)
 - ii. Exhibitors who would like to use open flame within their booth will require an onsite inspection from the fire marshal. Once inspected Exhibitors will be issued a permit.
 - iii. To stream line the process if Exhibitor has a decorative display please submit a photo with information about use and booth number for fire marshal review to:
forms@greenfestivals.org
 - iv. Candles must be in glass votive with at least 2 inches from top of candle to top of votive. Individual votive attached to tabletop with glue, tape, Velcro, etc. If candle is around decoration, only fresh cut flowers - no synthetic flowers.
 - v. Fire extinguisher must be in booth within reach of flame. Chafing Dishes with sterno flame must have fire extinguisher within reach of flame.
 - vi. Fees and Permits may be applicable.
2. **No Tents allowed without prior permission from Green Festival EXPOs.** All tents located within booths must show certificate/proof that tent is made of fire retardant materials. All booths with tents must be equipped with a working smoke detector and fire extinguisher.
3. Pyrotechnic devices are not permitted.
4. Do not nail, screw, staple, pin, glue, "bungee," tack, tie, tape, or otherwise attach any material directly to the fabric, walls, steel frame or carpeting. Sign hooks are available from Exhibitor Registration.
5. Aisles and exits must be kept clear and free of all obstacles. Exhibitor shall not place chairs, furniture or any display items in the aisles.
6. Literature must be kept within booths. Absolutely no handing out or displaying of literature outside of your designated booth is allowed. **No solicitation is allowed outside of booth.**
7. Individuals are not allowed to bring alcoholic beverages onto premises.
8. **Keep music, microphones, or other noise-producing items to a level that does not disturb neighboring Exhibitor.**
9. **Make sure that every product or service you are selling or advertising is listed on your booth agreement AND that you have verbally informed your sales rep of any product that you intend to represent.**
10. Use only professional signage. Green Festival EXPO reserves the right to remove signage that it deems unprofessional and/or offensive.
11. Be on time! Make sure your booth is fully set up prior to show opening each day.
12. **DO NOT break down your exhibit space until 5pm on Sunday evening; it is against Green Festival EXPO policy and may result in not being invited back.**
13. All food/beverage give-away and sampling will require necessary compliance forms and Certificate of Liability Insurance. These forms must be submitted by deadlines listed in Section 2.
14. Literature display shall be limited to reasonable quantities in the booth (one day supply).
15. Helium balloons and confetti are *strictly prohibited*.
16. No smoking policy is strictly enforced in the facility.
17. The house paging system is available only for emergencies and show announcements.
18. Vacuuming of carpets and emptying of wastebaskets (a.k.a Porter Services) IS NOT INCLUDED IN YOUR BOOTH RENTAL FOR GREEN FESTIVAL EXPO.
19. If you have received a waste container from Exhibitor Registration you are responsible for the emptying of it into the Resource Recovery Stations located throughout the venue.
20. Damaged draperies (cloth walls) and hardware will be considered as purchased by the Exhibitor and the Exhibitor will be charged accordingly. Please be aware that the booth pipe is designed to hold only lightweight signage. When hanging objects along the top railing make sure to distribute the weight evenly. Green Festivals, Inc. will accept no liability for damage or injury resulting from misuse of this equipment.
21. **Children under 12 will not be allowed in the exhibit hall during move in times or when heavy equipment is being used.**
22. **Green Festival EXPO is a vegan/vegetarian event – no sampling, selling, or promoting of meat.**
23. **Exhibitors may be photographed or videotaped for Green Festivals marketing efforts and media relations.**
24. **Green Festival EXPOs has the right to close an exhibit that fails to comply with the policies set forth above.**

SECTION 7 - GREENING INFORMATION

7A. Leave No Trace Policy

In keeping with the Green Festival EXPO's standard of minimizing our footprint, exhibitors are responsible for leaving their booth space clean and free of trash and other materials. Booths will be inspected after move out is complete. Please leave your booth exactly as it was when you arrived to Green Festival EXPO. If your booth is not clean and free of materials, with the exception of freight packaged and labeled for shipment, or items rented, we will charge your credit card a fine of **\$300** to offset the costs associated with cleaning in your booth space. Resource recovery stations will be available during move-in, move-out as well as event days. Do not leave behind left over promotional materials, waste packing materials, food waste, trash, or exhibit and display materials.

7B. Waste Not, Want Not

We strongly encourage you to evaluate what materials you are bringing to the event. Please take time to consider each item you are bringing: Is it recyclable, compostable, reusable or waste? Can you simplify your shipping materials, or use less packaging, or different materials that can be easily recycled or composted?

Please consider that most materials you bring have a green alternative! For example, you could use compostable packing peanuts instead of Styrofoam packing peanuts.

Remember, the amount of waste Green Festival EXPO generates is ultimately dependent on what you bring!

7C. Your Waste Stream

Resource Recovery Stations will be set up throughout Green Festival EXPO for: compost, mixed recycling, and landfill. Please take a minute when you arrive to identify the closest resource recovery station.

Compost

Green Festival EXPO is a vegan/vegetarian event and we ask all exhibitors who bring outside food to sample or sell respect this policy. All food service ware dispensed at the event must be biodegradable and will go in the compost. All food scrap, napkins and food soiled paper will go in the compost. All beverage cups, plates, bowls, and utensils must be made of compostable/biodegradable material and deposited in compost bins.

"Recyclable" is NOT acceptable and is NOT considered biodegradable!

Gray Water Collection

Green Festival EXPO will provide gray water collection tanks for wastewater WHERE AVAILABLE. No grease or oil will be accepted. Please remove grease or oil with you when you leave.

SECTION 8 - GETTING MATERIALS TO GREEN FESTIVAL EXPO

8A. Hand Carry (FREE!) – (in designated area of parking lot)

Thursday, Nov 12th, 9am – 6pm & Friday, Nov 13th, 8am – 11am. Exhibitors hand carrying materials will NOT be allowed to unload at the docks.

- The entrance for South Hall is Gate 11, North Hall is Gate 10 have been designated as the hand-carry entrances to the Cow Palace accessed from Geneva Ave.
- Exhibitors may use this entrance to transport materials they can carry in *one trip* to their booths.
- Examples of acceptable hand-carry materials include boxes, suitcases or fiberboard shipping cartons, portable displays on wheels and small luggage racks.
- The following items are not considered hand-carry items: two wheel dolly loads, hotel Bellman's carts, boxes or crates requiring two people to carry.

8B. Loading Dock POV – (Personal Vehicles Only, Loading Dock) See Metropolitan Exposition Service

Kit for forms http://greenfestivals.org/files/2015/sf/sf_2015_metropolitan_exposition_services_kit.pdf

Thursday Nov 12th 10am-4pm & Friday Nov 13th 8am-10am

- Exhibitors driving small passenger vehicle must enter the loading docks from the Cow Palace Parking lot accessible from Geneva Ave..
- If you require storage of your empties, a sticker will be provided and the empties will be stored and returned to your booth on Sunday after 5pm.
- Cost for this cartload service is \$85 per a one way trip, round trip \$135.00. A cartload is a maximum of 250lbs. You will be billed at the show.

8C. Cartload Service – (Personal Vehicles Only, Loading Dock) See Metropolitan Exposition Service

Kit for forms http://greenfestivals.org/files/2015/sf/sf_2015_metropolitan_exposition_services_kit.pdf

Thursday Nov 12th 10am-4pm & Friday Nov 13th 8am-10am

- Cars must enter the loading docks from the parking lot. Exhibitors driving small passenger vehicles with materials will be directed to the Cow Palace loading dock. Teamsters will be on hand to assist.
- If you require storage of your empties, a sticker will be provided and the empties will be stored and returned to your booth on Sunday after 5pm.
- Cost for this cartload service is \$85 per one way trip, round trip \$135.00, with a maximum of two trips totaling 250lbs for both trips. At 250lbs you will be charged regular material handling prices and this will negate cartload services.

8D. FREIGHT – (Cow Palace Loading Dock)

See Metropolitan Exposition Service Kit for forms

http://greenfestivals.org/files/2015/sf/sf_2015_metropolitan_exposition_services_kit.pdf

Thursday Nov 12th 10am-4pm & Friday Nov 13th 8am-10am

- Trucks/Comer must enter the loading docks from Cow Palace Parking Lot accessed from Geneva Ave.
- Cost for this shipping service is \$187.50 (ST/OT) per 100lbs with a minimum of 200lbs (\$375). Weight is rounded up to the next 100lbs increment. There is a 20% discount on shipments over 2000lbs.
- For small box deliveries (under 30lbs) by UPS, Fed Ex, or DHL, there is a \$52.69 fee for the first box and an \$27.27 fee each additional box. Shipments with a TOTAL weight of OVER 30lbs will be billed for the 200lbs minimum. You will be billed at the show by Metropolitan.
- Outbound Shipping: Please see Section 8G

8E. Direct to Show Site Shipping

See Metropolitan Exposition Service Kit for forms

http://greenfestivals.org/files/2015/sf/sf_2015_metropolitan_exposition_services_kit.pdf

MUST NOT BE DELIVERED PRIOR TO WEDNESDAY, NOV 11th 10AM OR LATER THAN 4PM. DELIVERIES SIGNED IN AFTER 2PM WILL BE BILL AT OVERTIME RATE.

Direct to show-site shipping will be available for materials that need to arrive at show-site on Wednesday Nov 11 10am-4pm Thursday Nov 12th 10am-4pm & Friday Nov 13th 8am-10am.

- Trucks must enter the loading docks from The Cow Palace Parking Lot accessed from Geneva Ave.
- Cost for this shipping service is \$187.50 (ST/OT) per 100lbs with a minimum of 200lbs (\$375). Weight is rounded up to the next 100lbs increment. There is a 20% discount on shipments over 2000lbs.
- For small box deliveries (**under 30lbs**) by UPS, Fed Ex, or DHL, there is a \$52.69 fee for the first box and a \$12.27 fee for each additional box. Shipments with a TOTAL weight of OVER 30lbs will be billed for the 200lbs minimum. You will be billed at the show by Metropolitan.

8F. Advance Warehouse Shipping

See Metropolitan Exposition Service Kit for forms

http://greenfestivals.org/files/2015/sf/sf_2015_metropolitan_exposition_services_kit.pdf

Thursday, Oct. 8th – Thursday, Nov. 5th, anything received after Thursday, Nov. 5th will receive a 30% surcharge.

- If you need to ship materials in advance, you can do this by shipping to Metropolitan Exposition Services. Metropolitan Exposition Services will receive your materials and bring them to the Green Festival EXPO in-time for Exhibitor move-in on Thursday, Nov. 12th by 11am.
- Cost for this shipping service is \$206.25 ST/OT per 100lbs with a minimum of 200lbs (\$412.50). This covers advance storage of (non-perishable) exhibit materials and delivery of those goods to your booth. Weight is rounded up to the next 100lbs increment. There is a 20% discount on shipments over 2000lbs.
- For small box deliveries (under 30lbs) by UPS, Fed Ex or DHL, there is a \$61.82 fee for the first box and an \$18.41 fee each additional box. Shipments with a TOTAL weight of over 30lbs will be billed for the 200lbs minimum.
- Outbound Shipping: Please see Section 8G

8G. Move-out Procedures

Move out begins at **5pm Sunday, Nov. 15th**. All exhibit materials must be removed from the facility by **9pm on Sunday, Nov. 15th** this includes all outbound shipments. Exhibitors will also be allowed to hand carry out on Sunday night 5pm-9pm.

Exhibitors are responsible for leaving their booth space clean and free of trash or other materials, if not, then a fine will apply! (See Section 7 for Greening information & our Leave No Trace policy)

- Outbound Shipping: Please check in with the Metropolitan service desk for either option:
 - Arrange for your own freight company to pick up items by 10am as all freight should be off the floor by **9PM ON SUNDAY. If not, the materials will be forced out by the designated freight company.**

-OR-

- Arrange to ship through the onsite company Metropolitan Exposition Services. This can be done on any time at the Metropolitan Exhibitor Service desk.

Any freight left on the floor past **9pm Sunday Nov. 15th** will be forced out using Metropolitan Exposition Services at your expense.

8G. Exhibitor Registration and Services

Exhibitor Registration areas will be in the front of the hall and will help check you in and direct you to your booth. This is where you will get wristbands and badges. The staff will also be able to help you with any questions.

Metropolitan Exhibitor Services/Move out information will be located at the front of the hall near the Exhibitor Registration areas. They help with additional furnishings, additional labor, and move out needs.

SECTION 9 - SALES TAX COMPLIANCE

9A. Sales Tax Information (Sales Tax is 9%)

Reporting taxes for Selling Products (products, food, and/or beverage)

All exhibitors selling products (including food and beverage) at Green Festivals must submit a 401 EZ Sales and Use Tax Return to the State of California Board of Equalization. You may download it at:

<http://www.boe.ca.gov/pdf/boe401ez.pdf>

SECTION 10 - FREQUENTLY ASKED QUESTIONS

How high can my booth display be?

Materials in your booth must not exceed 8ft in height. If your display is taller, please call and discuss options with your sales rep.

Can I leave early or move out early on Sunday?

No. Breakdown prior to the end of the event is not permitted for any reason other than medical emergencies. If you are not able to stay during the entire length of the event, we suggest you recruit volunteers or hire someone.

Can I leave my booth unattended during the event?

We highly suggest that you avoid this. If you are working your booth alone and need a quick break for restroom or to grab a snack, ask a neighboring exhibitor to keep an eye on your booth.

Do I have to pay the unions to move my stuff in?

All exhibitors pay a material handling fee to the General Services Contractor (GSC) for moving their materials in and out of the venue. Unions have exclusive contracts with venues to handle materials and avoiding this is not possible. Please read Section 8 of this kit for move-in and move-out details. Please DO NOT tip any union workers for any reason, as it is illegal.

Will my products be secure? Can I leave it over night? What is the security like?

Green Festival EXPOs hires roaming perimeter guards overnight to secure the hall. This service cannot guarantee the security of your materials overnight, so we recommend taking precautions like covering your booth with fabric or a bed sheet when you leave each evening. Always take critical valuables such as computer laptop or cash with you every night.

I am interested in exhibiting for other Green Festival EXPO cities, what should I do?

Call or email your sales representative. You may also call the sales department at (828) 333-9403 ext. 300 and we will route you to the right person.

Can I sell product at the show? Can I sample product?

Absolutely! Let your sales representative know your intent and which products you would like to sell or sample. Sampling and selling food or beverages requires strict compliance paperwork detailed in Section 11 and varies city by city.

What is attendance like at Green Festival EXPO?

Green Festival EXPO has had tremendous continued success. Green Festival EXPO has doubled its efforts in marketing to the public and has continued to have an average attendance of 20,000-30,000 per event.

What kind of marketing do you do?

Green Festival EXPOs has an impressive lineup of past and present local and national print media partners such as Organic Spa, Natural Solutions, The Nation, Experience Life, Positive Impact, Epoch Times, Vegetarian Times, Yoga Journal, Natural Awakenings, and more. We also feature leading popular broadcast partners such as NBC, CBS, Clear Channel, and more. Our website, rich with consistently updated content, inspires people to attend our events and serves as a year-round platform for partners, sponsors, and exhibitors to showcase their thoughts, products, and services. Our Social Media Reach extends to an engaged community of over 70K people committed to discussing the benefits of leading healthy and sustainable lives. Green Festival EXPO works diligently with our National Public Relations firm Finn Partners is one of the fastest growing PR firms in the US which has a presence in each of our cities, to gain local media coverage of the event to drive attendance and participation. A media focused Launch Party takes place in each city 1 month out from the Green Festival EXPO, hosted by our local Regional Director and Host Committee. Regional Directors gain the support of local-non-profit allies who blast and email their members with Green Festival EXPO messaging. Green Festival EXPOs uses an integrated, multi-channelled approach to advertise the event and offerings via eNewsletter (10-15,000 regional email subscribers) and grass roots efforts, posters & billboards. Regardless of the method, Green Festival EXPO is committed to national and local outreach across all platforms to deliver the message that the Green Festival EXPO Marketplace is “the” place to be!

I know people who want to volunteer, where should I send them?

Our volunteers are the core of our event! Please send them to the Green Festival EXPO website. Once there, they can view all available shifts and register online at:

<http://www.greenfestivals.org/volunteer>

SECTION 11 - FOOD AND BEVERAGE VENDING/SAMPLING

11A. Defining Food Vendors and Samplers. Which are you?

There is a distinct difference between vending and sampling:

Vendors are exhibitors (Including Food Court) selling food items for ON SITE Consumption at the venue. See Section 11B for required hand washing stations, and Section 11C for Serving Ware requirements (Bioware). Centerplate Catering has exclusive rights to provide food and beverage for all events at the Cow Palace Event Center. Vendors are NOT PERMITTED at the Cow Palace.

Samplers are exhibitors serving small samples of pre-packaged food and beverage products; Exhibitors are permitted to sell prepackaged items for OFF-SITE, TO GO, consumption. These items are limited to products manufactured, processed or distributed by the exhibiting firm. All items are limited to SAMPLE SIZES and may be distributed from your exhibit booth only. Non-alcoholic beverage samples, including energy drinks, are limited to 2 oz. containers. Food items are limited to 2 oz. See Section 11B for required hand washing stations, and Section 11C for Serving Ware requirements.

Sampler/Vendor Required Forms:

1. Certificate of Liability (COL) (Form A)
 2. San Mateo County Public Health Temporary Food Facility Application (Form B)
- All of the above forms must be sent to forms@greenfestivals.org by Oct. 16th**

If you intend to sample alcohol please inform your sales representative so they can go over the specific rules and regulations.

11B. Policies for Food & Beverage Sampling

Required at each Food & Beverage SAMPLING Booth:

A temporary hand washing station consisting of at least a 5 gallon thermally insulated container with spigot that provides a continuous flow of potable water (like those sold at a grocery store), single service liquid soap dispenser, Biodegradable unbleached paper towels, and a 5 gallon bucket to collect dirty water. Water can be dumped at our resource recovery stations throughout the floor. Please refer to the following illustration:

11C. Policies for Bioware and Compostable Materials

Compostable/Biodegradable ware is REQUIRED for all food/drink sampling and vending. Greening the Green Festival EXPO takes a tremendous amount of work and the cooperation of both exhibitors and attendees. Green Festival EXPO diverts between 90%-98% of waste from the landfill through our aggressive compost and recycling system.

All Food Vendors and/or Samplers are MANDATED to use only compostable/biodegradable beverage and food-ware while at Green Festival EXPO. Plastics, Styrofoam and plastic water bottles are strictly prohibited at Green Festival EXPO.

EXAMPLES OF ITEMS & MATERIALS NOT ALLOWED AT GREEN FESTIVAL EXPO:

Plastic straws, plastic forks, spoons, and knives, plastic plates or bowls, Dixie Brand Wax Paper Cups, Styrofoam cups, bleached white napkins/paper towels, wooden toothpicks with wax coating, etc.

Bioware is available for purchase at a number of retailers and websites, here are a few examples:

World Centric - Compostable plates, bowls, utensils, clamshells & bags
www.worldcentric.org - 650-739-0699

Boothster - The Green Booth-Decorating Company
www.boothster.com - 800-518-9043

Eco Tensil - Future Friendly Utensils
www.ecotensil.com - 415-924-0233

Emerald Brand - a line of Tree-Free paper products and compostable tableware including plates, bowls, hot cups, cold cups, napkins, and paper towels. www.emeraldbrand.com. 516-496-0000

Susty Party - Compostable/biodegradable plates, bowls, cups, & utensils for Food Samplers & Food Court Vendors
- www.sustyparty.com - 718-717-2572 - weloveyou@sustyparty.com Wholesale website: www.sustyware.com

SECTION 12 – FORMS

Form A: SF Certificate of Liability

Form B: San Mateo County Public Health Temporary Food Facility Application

Form C: Edlen Electric Order Form

Form D: Green Festival Terms and Conditions

See Metropolitan Exposition Service Kit for Move in/Move Out Forms

http://greenfestivals.org/files/2015/sf/sf_2015_metropolitan_exposition_services_kit.pdf

See Edlen Electrical for Electrical Order Forms

http://greenfestivals.org/files/2015/sf/exhibitor_kit_sf_2015_edlen_electrical_service_order_form.pdf



TEMPORARY EVENT - FOOD VENDOR APPLICATION

The Event Coordinator must submit all Food Vendor applications together as one packet at least 14 days before the event. Any applications received directly from a Food Vendor and/or within 14 days of the event will not be accepted. Incomplete applications will not be accepted.

NAME OF EVENT: _____ DATE(S) OF EVENT: _____

BUSINESS INFORMATION

NAME OF BOOTH: _____

FACILITY TYPE: ☐ FOOD BOOTH ☐ KITCHEN
☐ MOBILE FOOD FACILITY (MFF) - PUSH CART/FOOD TRUCK*

FEE EXEMPT: ☐ VETERAN ☐ BLIND
(attach supporting documentation) ☐ CHARITABLE ORGANIZATION

**If MFF currently permitted in San Mateo County, an application is not necessary; however, they must be listed in the Event Coordinator's application vendor list.*

[FEES](http://www.smchealth.org/foodforms) (www.smchealth.org/foodforms)

PERMIT TYPE: (select one only) ☐ SINGLE EVENT ☐ ANNUAL PERMIT

RISK CATEGORY 1 (LOW RISK - NO FOOD PREP) ☐ SINGLE EVENT ☐ ANNUAL PERMIT

RISK CATEGORY 2 (HIGH RISK - W/FOOD PREP) ☐ SINGLE EVENT ☐ ANNUAL PERMIT

OWNER: _____ CONTACT NAME: _____

ADDRESS: _____ CITY/STATE/ZIP: _____ PHONE #: _____

If you have previously operated in San Mateo County, provide your Record ID #: **PR** _____ (e.g., **PR00XXXXX**) ☐ unable to find

DAY OF THE EVENT DETAILS

PERSON IN CHARGE OF BOOTH: _____ CELL PHONE NUMBER: _____

DEMONSTRATION OF KNOWLEDGE If preparing, handling, or serving non-prepackaged food, the person in charge must demonstrate that he or she has adequate knowledge of food safety principles as they relate to the specific food facility operation.

☐ CERTIFIED FOOD MANAGER ☐ CERTIFIED FOOD HANDLER
Name of Certified Person: _____ Certificate #: _____ Expiration: _____
☐ ATTACHED THE COMPLETED FOOD SAFETY QUIZ ☐ N/A (only pre-packaged non-potentially hazardous food)

BOOTH CONSTRUCTION Food preparation booths must be fully enclosed, constructed with four sides, a washable floor and overhead protection. Pre-packaged food booths require a washable floor and overhead protection. Describe the materials that will be used for the booth.

WALLS: _____ FLOOR: _____
OVERHEAD PROTECTION: _____ ☐ N/A, FOOD OPERATION IS INDOORS

FOOD PROTECTION Identify methods of protecting foods from customer contamination (e.g., condiments, samples, etc.).

☐ SNEEZE GUARDS ☐ HINGED COVERS OVER FOOD ☐ PROTECTED DISPENSERS
☐ SINGLE-SERVING PACKETS ☐ ALL FOODS ARE PREPACKAGED Other: _____

ALTERNATE SINK EQUIPMENT

DESCRIBE HAND WASH STATION IN BOOTH: _____

DESCRIBE WAREWASH STATION OR ALTERNATIVE PROCEDURE: _____

AVAILABILITY OF FACILITIES

WHAT IS YOUR POTABLE WATER SOURCE? _____

WHERE WILL YOU DISPOSE OF YOUR GARBAGE? _____

WHERE WILL YOU DISPOSE OF YOUR WASTE WATER? _____

TEMPERATURE CONTROL Describe equipment/methods for ensuring proper holding temperatures during transport and the event.

COLD HOLDING DEVICES TO HOLD FOOD BELOW
45° F (e.g., refrigerator, ice chest, etc.) _____

HOT HOLDING DEVICES TO HOLD FOOD ABOVE
135° F (e.g., steam table, crock-pot, etc.) _____

COOKING AND REHEATING EQUIPMENT (e.g.,
gas grill, microwave, etc.) _____

Note: Accurate metal-stem probe thermometers are required in all booths.

FOOD TO BE SERVED List all menu items, attach additional pages if necessary.

Menu Item e.g., teriyaki chicken	Describe how food will be transported e.g., cambro insulated container	Describe any off-site preparation of food e.g., cut and marinated	Describe preparation of this item at the event e.g., cooked on BBQ grill	Describe method for temperature control e.g., ice chest, steam table

OFF-SITE FOOD PREPARATION/STORAGE (select one)

Food prepared at home is not allowed. All food prepared or stored prior to the Temporary Event must be done at a permitted Food Facility (e.g., commissary, restaurant, or church kitchen), an approved Cottage Food Operation (CFO) OR all food must be purchased on the day of the event.

☐ **FOOD FACILITY AGREEMENT:** I hereby allow _____ to use my permitted food facility for food preparation, storage, and sanitizing equipment on the following date(s): _____.

FACILITY NAME: _____ OWNER: _____ PHONE: _____

ADDRESS: _____ CITY: _____ COUNTY: _____

NAME AND TITLE: _____ SIGNATURE: _____ DATE: _____

☐ **CFO** - Food from an approved CFO within 100 miles of San Mateo County. Only Approved Products will be sold. CFO BUSINESS NAME: _____
REG./PERMIT # & COUNTY: _____

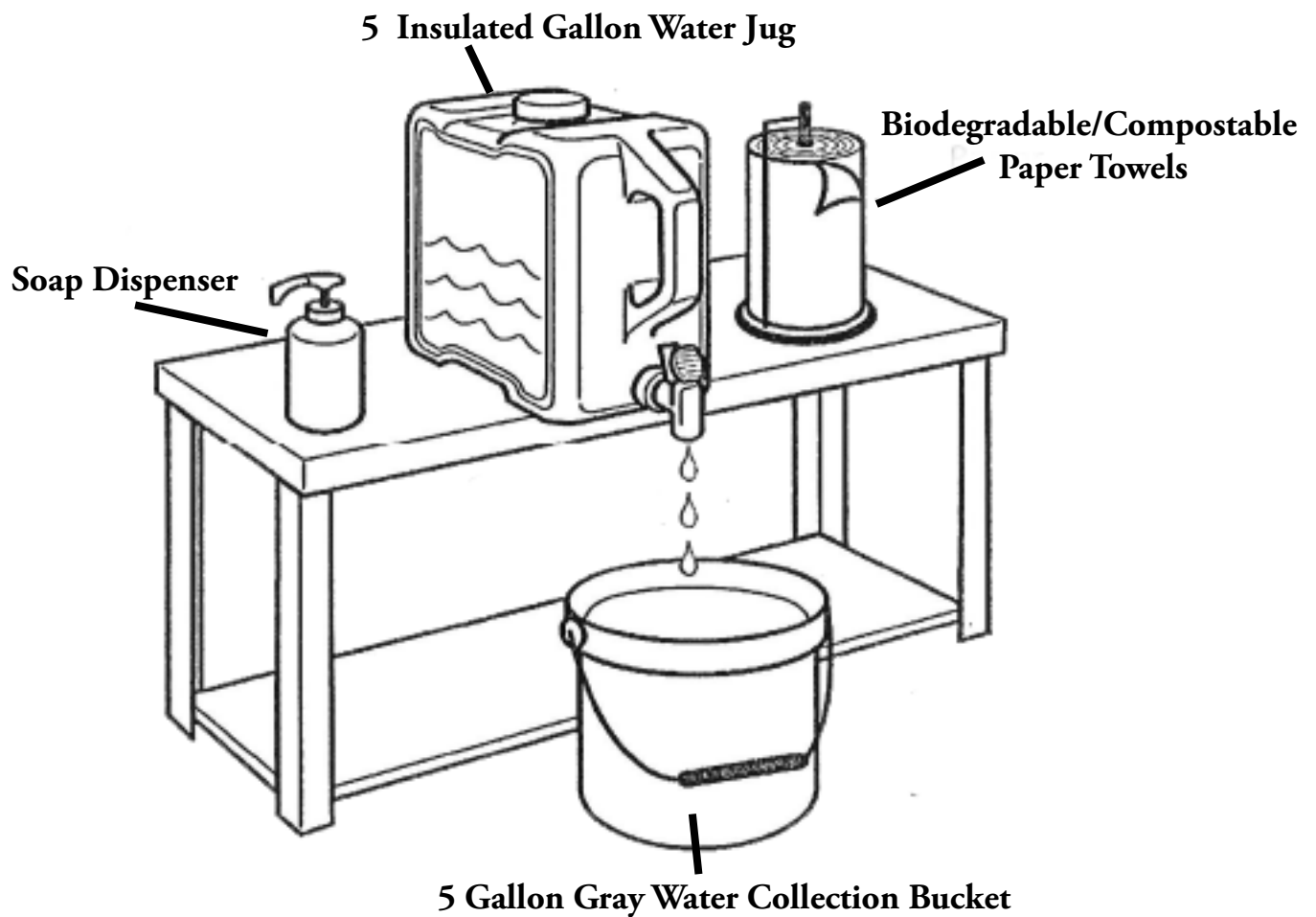
☐ **N/A** - No food will be prepared or stored off-site. All food will be purchased on the day of the event and daily receipts will be maintained and made available for inspectors on each day of the event.

BY SIGNING BELOW, I DECLARE UNDER PENALTY OF PERJURY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE STATEMENTS MADE HEREIN ARE CORRECT AND TRUE. I HEREBY CONSENT TO ALL NECESSARY INSPECTIONS MADE PURSUANT TO LAW AND INCIDENTAL TO THE ISSUANCE OF THIS PERMIT AND THE OPERATION OF THE BUSINESS.

SIGNATURE: _____ NAME AND TITLE: _____ DATE: _____ Page 2 of 2

SAMPLING BOOTH REQUIREMENTS

Required in Each Sampling Booth



ELECTRICAL ORDER FORM**Advance Payment Deadline Date: 10/30/15**

ELECTRICAL EXHIBITION SERVICES
 129 Sylvester Road, So. San Francisco, CA 94080
 Phone: (650) 225-0900 Fax: (650) 225-0950
 sanfrancisco@edlen.com

COMPANY:		BTH #	
EVENT:	Green Festival San Francisco 2015		
FACILITY:	Cow Palace		
DATES:	November 13 - 15, 2015	EVENT #:	115025SF

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS
120 VOLT POWER DELIVERY
The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.
ISLAND BOOTHS
Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.
208/480VOLT SERVICES
If you require 208 volt or higher services please call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order form.
24 HOUR SERVICES
Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.
LIGHTING
Overhead lights are installed on time and material basis. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift charges will apply. Call for quote. Pole lights are installed at rear or side rail of in-line booths. Time and material applies to all other locations.
Form 120-0314SF

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event					
	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)			95.00	142.00	
1000 WATTS (10 AMPS)			170.00	255.00	
2000 WATTS (20 AMPS)			217.00	325.00	
MISC. REQUIREMENTS					
LIGHTS (Cost of Arm & Pole lights include power and 1 hour labor to install and remove)					
1000 WATT OVERHEAD LIGHT			Call for quote.		
ARM LIGHT (Only mounts to hard wall structures)			95.00	143.00	
8' POLE LIGHT WITH 1 FIXTURE			95.00	143.00	
8' POLE LIGHT WITH 2 FIXTURES			165.00	248.00	
MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)					
15' EXTENSION CORD				23.00	
POWER STRIP				23.00	
ELECTRICAL LABOR					
ST (Mon-Fri, 8am-3:30pm, excluding holidays)				110.00	
OT (Mon-Fri, 3:30pm-8am, Sat, Sun & holidays)				220.00	
LIFT (Only required if outlets are dropped from overhead. Cost does not include operator.)			Call for quote.		
PLACE TOTAL HERE					
PRINT NAME:					
AUTHORIZED SIGNATURE:			DATE:		
EMAIL:			PHONE:		
TERMS & CONDITIONS: I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.					
The "Method of Payment" form must be completed and returned with this order form.					

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 10/30/15



The Power People

ELECTRICAL EXHIBITION SERVICES

129 Sylvester Road, So. San Francisco, CA 94080

Phone: (650) 225-0900 Fax: (650) 225-0950

sanfrancisco@edlen.com

COMPANY:

BTH #

EVENT: Green Festival San Francisco 2015

FACILITY: Cow Palace

DATES: November 13 - 15, 2015

EVENT #: 115025SF

EXHIBITOR INFORMATION

COMPANY NAME:

PHONE:

ADDRESS:

FAX:

CITY:

ST:

ZIP:

COUNTRY:

CELL:

EMAIL:

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

☐ COMPANY CHECK

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.

☐ BANK WIRE TRANSFER INFORMATION *

Bank transfer to Bank of America

Wire Transfer:

ABA#: 026009593 Acct: 33855214

International Wire Transfer:

Swift Code: BOFAUS3N Acct: 33855214

* \$25 processing fee MUST be included with transfer.

☐ CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ ACH ELECTRONIC PAYMENT TRANSFER

Bank of America ABA# 125000024 Acct: 33855214

6900 Westcliff Drive, Las Vegas, NV 89145

Phone: 888.852.5000 Ext 6007

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

☐ VISA ☐ MASTER CARD ☐ AMX ☐ DISCOVER

CHECK AND CREDIT CARD INFORMATION

CHECK #

CREDIT CARD NUMBER:

EXP DATE:

CARD HOLDER SIGN:

PRINT NAME:

EMAIL ADDRESS:

THIRD PARTY: YES or NO

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:

CITY:

ST:

ZIP:

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE
SIGN

AUTHORIZED SIGNATURE

PRINT NAME

DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL

PLUMBING

LIGHTING

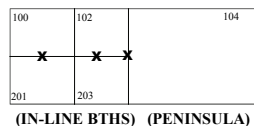
TOTAL DUE

TERMS & CONDITIONS

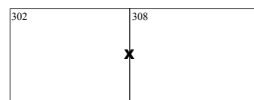
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

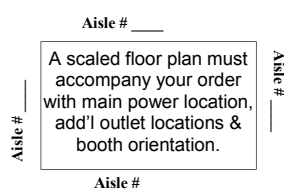
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



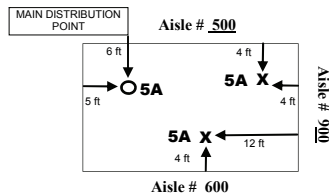
(IN-LINE BTHS) (PENINSULA)



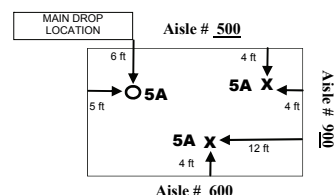
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.

GREEN FESTIVAL TERMS & CONDITIONS

San Francisco Green Festival

November 13-15th 2015

Cow Palace Event Center (Arena, North, & South Halls)

2600 Geneva Ave.

Daly City, CA 94014

Exhibitor is entering in a contract which limits his/her possible recovery in case of loss or damage.

The terms and conditions set forth become part of the contract between Exhibitor and Green Festivals Inc. Acceptance of the these terms and conditions occur when the conditions are met:

- A. The Method of Payment form is signed; or
- B. An order for Labor, Services, Furnishings or Carpet is placed by Exhibitor; or
- C. Work is performed on behalf of Exhibitor by labor secured by Green Festivals, Inc.

DEFINITIONS.

For purposes of this Contract, Green Festivals Inc. refers to Green Festival's production contractor and its respective employees, directors, officers, agents, assigns, affiliated companies, and any subcontractors Green Festivals Inc. appoints.

Including but not limited to Metropolitan Exposition Services. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

PAYMENTS:

Full payment, including any applicable tax, is due at the time the order is placed. Purchase orders are not considered payment. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form.

RENTALS:

All materials and equipment are on a rental basis for the duration of the SF Green Festival and remain the property of Green Festivals Inc. All equipment rentals are based on Show Rates and apply only to Show Days. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to Green Festivals Inc. property. Exhibitor will notify Green Festivals Inc. immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor.

CANCELLATIONS, ORDER ISSUES & TAX:

In case of cancellation of any labor orders by Exhibitor a one-hour "per person, per hour" charge will be applied for all labor and equipment orders that are not canceled in writing at least 72 hours prior to the scheduled start time. If carpeting and other order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If Green Festival is canceled because of reasons beyond Green Festivals Inc. control, Exhibitor remains responsible for all charges for services and equipment provided up to the date of cancellation. Exhibitor is solely responsible for, and agrees to pay, any and all charges related to removal of items from Exhibitor's booth after the show has ended even if items were provided by, or belong to a third party. It is Exhibitor's responsibility to advise the Green Festivals Inc. Exhibitor Services Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the SF Green Festival. If Exhibitor is exempt from payment of sales tax, Green Festivals Inc. requires an exemption certificate for the State of California. Resale certificates are not valid unless Exhibitor is re-billing these charges to its customers.

BALANCES AND INTEREST:

Should there be any pre-approved unpaid balance after the close of Green Festival; terms will be net, due and payable in Asheville, North Carolina upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF NORTH CAROLINA.

DISPUTES:

In the event of any dispute between the Exhibitor and Green Festivals Inc. relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Green Festivals Inc. for its services, as an offset against the amount of any alleged loss or damage. Green Festivals reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Green Festivals Inc. may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges.

DECLINED PAYMENTS:

If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Green Festivals Inc. hereby provides notice that it reserves the right, and Exhibitor authorizes Green Festivals Inc., to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account. Exhibitor hereby grants a lien on its property in Green Festivals Inc. possession to the extent of any outstanding obligations owed to Green Festivals Inc. by Exhibitor.

LABOR UNDER SUPERVISION OF EXHIBITOR:

Exhibitor shall be responsible for the performance of labor provided under this section. It is the responsibility of Exhibitor to supervise labor secured through Green Festivals Inc. in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Green Festivals Inc. Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Green Festival's rules and/or regulations. It is the responsibility of Exhibitor to check in with the Exhibitor Service Desk to pick up labor, and to return to the Exhibitor Service Desk to release labor when the work is completed.

INDEMNIFICATION:

Exhibitor agrees to indemnify, hold harmless, and defend Green Festivals Inc. from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of work performed by labor provided by Green Festivals Inc. but supervised by Exhibitor. Further, the Exhibitor's indemnification of Green Festivals Inc. includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by Green Festivals Inc. to work in a manner that violates any of the above rules, regulations, and/or ordinances.



Exhibitor Services Manual

Green Festival - San Francisco
November 13 - 15, 2015
Cow Palace
Daly City, CA

Presented By



Yesterday's Values Tomorrow's Vision Delivered Today

Headquarters
115 Moonachie Avenue
Moonachie, NJ 07074
201.994.1300 phone
201.994.1350 fax

Edison
97 Sunfield Avenue
Edison, NJ 08837
732.346.0800 phone
732.346.0811 fax

Toronto
33 Lakeside Avenue
Scarborough, ON M1N 3C2
Canada

Las Vegas
5220 Cameron Street
Las Vegas, NV 89118
702.435.7483 phone
702.435.7417 fax



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Show Information



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Green Festival - San Francisco

November 13 - 15, 2015

Cow Palace

Metropolitan Exposition Services, Inc. is pleased to be the official Decorator and Service Contractor for Green Festival - San Francisco, being held November 13 - 15, 2015, at the Cow Palace.

Enclosed, you will find all the necessary information and order forms for this event. Please read and complete each form carefully and return completed forms to us as soon as possible so that we may provide you with expedient service.

EACH 10' x 10' EXHIBIT BOOTH INCLUDES

- 8' High Back Wall (White)
- 3' High Side Rail (White)
- (1) 7" x 44" ID Sign

Please note that the exhibit area is not carpeted.

EVENT SCHEDULE:

Exhibitor Move-In:	Thursday	November 12, 2015	9:00am - 6:00pm
Show Hours:	Friday	November 13, 2015	12:00pm - 6:00pm
	Saturday	November 14, 2015	10:00am - 6:00pm
	Sunday	November 15, 2015	10:00am - 5:00pm
Exhibitor Move-Out:	Sunday	November 15, 2015	5:00pm - 9:00pm
Force Freight/Clear Floor	Sunday	November 15, 2015	11:59pm

Metropolitan Exposition will begin returning empty shipping containers **at 5:00pm on Sunday, November 15, 2015**; this process should take approximately **two (2)** hours. Please keep this in mind when scheduling labor and freight pick-up.

All carriers must check-in for pick-up no later than 8:00pm on Sunday, November 15, 2015.



Show Information



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Green Festival - San Francisco

November 13 - 15, 2015

Cow Palace

IMPORTANT DEADLINES: Please check all order forms for additional deadlines.

FURNITURE & CARPET

Deadline date for advance order discount: October 29, 2015

FREIGHT

Shipments begin arriving at warehouse: October 8, 2015

Warehouse shipments deadline: November 5, 2015

GRAPHICS

Deadline date for advance order discount: October 23, 2015

Shipments will be accepted after the deadline; however, surcharges will be assessed for late delivery.

Advance shipping to Metropolitan Exposition Warehouse:

This is the preferred method of shipping. This ensures timely delivery of freight directly to your booth at show site.

Green Festival - San Francisco
[Exhibiting Company Name]
[Booth #]
c/o Metropolitan Exposition Services, Inc.
UPS Freight c/o Palmisano Delivery
Service
435 23rd Street
San Francisco, CA 94107

Advance shipments can arrive beginning on:
October 8, 2015

Advance shipment deadline (avoid surcharges):
November 5, 2015

Warehouse receiving hours are 8:00am – 4:00pm

Direct shipping to Cow Palace:

Green Festival - San Francisco
[Exhibiting Company Name]
[Booth #]
c/o Metropolitan Exposition Services, Inc.
2600 Geneva Ave
Daly City, CA 94014

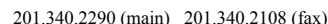
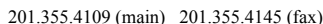
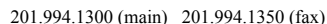
Shipments can arrive to show site:
November 11, 2015 (10:00am - 4:00pm)

*Do not ship any materials to Cow Palace before
this time frame.
Cow Palace will not
accept any shipments.*

We are here to ensure that you have a pleasant and successful show. Should you have any questions or require assistance regarding Metropolitan Exposition's equipment or services, please contact our Exhibitor Services Department as follows:

Phone: 201.994.1301
Fax: 201.994.1350
E-Mail: Exhibitorservices@metro-expo.com
Web Site: www.metro-expo.com

Payment Authorization Form



Company:	Booth:
Address:	Green Festival - San Francisco
	Phone:
Ordered by (Print):	
Email Address:	Fax:

Furnishings and Accessories Order Forms		Signage & Graphics Order Form	
Executive Collection Order Form		Labor, Hanging Sign & In-Booth Forklift Orders	
Standard, Custom Cut & Plush Carpet Order Form		Material Handling & Accessible Storage Orders	
Rental Exhibit Booth Package & Accessories		Other (specify) _____	
	<i>Total Estimate with tax to Metropolitan Exposition Services, Inc.</i>		
Please initial for estimates for Metropolitan Exposition Services, Inc.			
Audio Visual / In-Show Network Orders		<i>Total Estimate with tax to MetroMultiMedia, Inc.</i>	
Please initial for estimates for MetroMultiMedia, Inc.			
Metro-Trans Estimated Charges		<i>Total Estimate to Metropolitan Exposition Transportation, Inc.</i>	
Please initial for estimates for Metropolitan Exposition Transportation, Inc.			
PAYMENT AUTHORIZATION			

Credit Card -For your convenience, Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation, Inc. will use this authorization to charge your credit card account for your advance orders, not paid by check or wire, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation, Inc. charges, and any charges that Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation Inc., may be obliged to pay on your behalf, including without limitation, any material handling charges and/or labor charges. Please complete the information requested below.

<input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover																	EXP. DATE
Account Number																	
Security Code				Visa/MasterCard (3 Digits), Amex (4 Digits)													

Cardholder Printed Name: _____

Cardholder Billing Address:

City/State/Zip: _____

*** The cardholder named above hereby authorizes Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., and Metropolitan Exposition Transportation Inc. to charge my credit card for the actual costs of the services estimated above and any additional service and amount including, but not limited to, labor to install or dismantle booth and/or material handling. If my carrier fails to pick up my freight before the published forced freight time, I acknowledge and agree that I will incur charges from Metropolitan Exposition Transportation, Inc. If there is any intent to commit fraud, I will be held to full extent of the law.

CARDHOLDER SIGNATURE: _____ DATE: _____

PAYMENT POLICY: -Metropolitan Exposition Services, Inc., MetroMultiMedia, Inc. and Metropolitan Exposition Transportation, Inc., each require payment of estimated costs in full, including applicable taxes, at the time services are ordered. All services will be denied without complete payment. All adjustments to charges are to be made at show site. NO CREDITS WILL BE MADE AFTER SHOW CLOSING. Payments in check form **must** be in US Dollars from a US Bank.

TAX EXEMPT STATUS: -If you are exempt from paying sales tax, you must forward a certificate of exemption for the state in which the services are to be used at or prior to the time of payment. Resale certificates are not valid unless you are rebilling these charges to your customer. (All Metro Trans services are non-taxable)

EQUIPMENT: -You are responsible for payment on any Metropolitan Exposition Services, Inc. rental equipment within your booth.

By signing this form you acknowledge and agree that if your order is received after the Discount Price Deadline Date you are subject to higher rates.



Third Party Billing Request



115 Moonachie Avenue
Moonachie, N.J. 07074

Phone: 201-994-1301 Fax: 201-994-1350

Green Festival - San Francisco

November 13 - 15, 2015

Cow Palace

You may arrange for a third party to handle your display and be billed for services. Both companies must complete this form in its entirety and return by the deadline date. It is understood and agreed that the exhibiting company is ultimately responsible for payment of all charges. If the named third party does not pay the invoice before the last day of the show, all charges will revert to you, the exhibiting company. All invoices are due and payable upon receipt.

Exhibiting Company: _____

Address: _____

City, State, ZIP: _____

Phone: _____ Fax: _____

Authorized By (Print): _____ Email: _____

Credit Card Charge Authorization: <input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover															EXP. DATE
Account Number															
Security Code					Visa/Master Card (3 Digits), Amex (4 Digits)										

Cardholder Printed Name: _____

Cardholder Billing Address: _____

City/State/Zip: _____

The items checked below are to be invoiced to the Exhibiting Company:

- ☐ All Services ☐ I&D Labor ☐ Rental Furniture ☐ Signs ☐ Material Handling
☐ Metropolitan Exposition Transportation ☐ MetroMultiMedia ☐ Other (specify): _____

Cardholder Signature: _____

Third Party Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Authorized By (Print): _____ Email: _____

Credit Card Charge Authorization: <input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover															EXP. DATE
Account Number															
Security Code					Visa/Master Card (3 Digits), Amex (4 Digits)										

Cardholder Printed Name: _____

Cardholder Billing Address: _____

City/State/Zip: _____

The items checked below are to be invoiced to the Third Party:

- ☐ All Services ☐ I&D Labor ☐ Rental Furniture ☐ Signs ☐ Material Handling
☐ Metropolitan Exposition Transportation ☐ MetroMultiMedia ☐ Other (specify): _____

Cardholder Signature: _____

Standard Furniture & Accessories

Chairs



Upholstered Side
Chair



Tall Stool

Draped & Undraped Tables



Pedestal Tables



Pedestal Table 30" High
Color: Black



Pedestal Table 42" High
Color: Black

Accessories



Chrome Easel



Retractable Stanchion



Wastebasket



Standard Furniture & Accessories Order Form



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
October 29, 2015

Green Festival - San Francisco
November 13 - 15, 2015
Cow Palace

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

	Qty.	Description	Discount Price	Standard Price	Specify Color	Total Price
CHAIRS		Upholstered Side Chair	\$53.99	\$80.99	N/A	
		Tall Black Stool	\$61.35	\$92.04	N/A	
UNDRAPED TABLES		4' x 30" Undraped Table	\$77.46	\$116.20	N/A	
		6' x 30" Undraped Table	\$91.57	\$137.36	N/A	
		8' x 30" Undraped Table	\$105.04	\$157.56	N/A	
UNDRAPED COUNTERS		4' x 42" Undraped Counter	\$94.87	\$142.30	N/A	
		6' x 42" Undraped Counter	\$108.98	\$163.47	N/A	
		8' x 42" Undraped Counter	\$122.77	\$184.15	N/A	
UNDRAPED TABLE TOP RISERS		4' Wood Riser	\$36.81	\$55.22	N/A	
		6' Wood Riser	\$36.81	\$55.22	N/A	
DRAPED TABLES	<i>Drape Table Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal</i>					
		4' x 30" high Draped Table	\$105.53	\$158.30		
		6' x 30" high Draped Table	\$117.80	\$176.70		
		8' x 30" high Draped Table	\$130.07	\$195.11		
		4th side Draped – 30"	\$30.68	\$46.02		
DRAPED COUNTERS	<i>Drape Counter Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal</i>					
		4' x 42" high Draped Counter	\$117.80	\$176.70		
		6' x 42" high Draped Counter	\$130.07	\$195.11		
		8' x 42" high Draped Counter	\$142.34	\$213.51		
		4th side Draped – 42"	\$30.68	\$46.02		
DRAPED TABLE TOP RISERS	<i>Draped Riser Colors: Black, Blue, White, Burgundy, Red</i>					
		4' Draped Riser (select color)	\$49.08	\$73.62		
		6' Draped Riser (select color)	\$49.08	\$73.62		
DRAPE	<i>Drape Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal</i>					
		3' high Banjo Drape (4 ft. min. order)	\$9.81 /ft	\$14.73 /ft		
		8' high Banjo Drape (4 ft. min. order)	\$12.27 /ft	\$18.41 /ft		
PEDESTAL TABLES		30" x 30" High Pedestal Table	\$186.60	\$279.90	N/A	
		30" x 42" High Pedestal Table	\$186.60	\$279.90	N/A	
MISCELLANEOUS		Chrome Easel	\$30.68	\$46.02	N/A	
		Wastebasket	\$18.41	\$27.61	N/A	
		Retractable Stanchion	\$53.25	\$79.88	N/A	
		Coat Tree	\$51.82	\$77.73	N/A	

If a color is not checked a default color will be chosen

Visit the Metro Expo Online Store to place your order online! www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 9.000% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Items cancelled after move-in begins will result in a 50% re-stocking fee. There will be no refund for items called after installation. NO EXCEPTIONS.

Executive Collection



Sausalito Sofa



Sausalito Loveseat



Sausalito Club Chair



Sterling End Table



Princeton Cocktail Table



Cube Ottomans - 17"L x 17"D x 17"H

L to R: Cinnamon Microfiber, Grape Microfiber, White Vinyl, Cobalt Microfiber, Black Microfiber

Other colors available: Chocolate Microfiber, Lime Microfiber, Red Microfiber, Tangerine Microfiber, Sunflower Microfiber, Black Vinyl, Platinum Metallic Vinyl



Pedestal
White or Black
42"
36"
30"



Computer Kiosk
Black
White



Literature Rack

Executive Collection



Trend Chair



Comet Chair



Silk Back Chair



Euro Black Bar Stool



Silk Back Bar Stool



Park Avenue Bar Stool



Park Avenue Bar Table



Blanco Café Table



Conference Table Square Glass/
Chrome

Executive Collection Order Form



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

**PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER**

**Discount Deadline Date
October 29, 2015**

Green Festival - San Francisco
November 13 - 15, 2015
Cow Palace

Company Name: _____ Booth #: _____
Contact Name: _____ Phone #: _____

Qty.	Description	W x D x H	Color	Discount Price	Standard Price	Total Price
_____	Literature Rack	9" x 14" x 54.5"	Black Metal	\$223.26	\$334.88	_____
_____	Comet Chair	23" x 22" x 32"	Black Fabric	\$214.99	\$322.48	_____
_____	Silk Back Chair	20.5" x 17" x 34"	Clear/Black/Chrome	\$165.38	\$248.06	_____
_____	Trend Chair	20" x 20" x 30"	Maple/Black/Chrome	\$206.72	\$310.08	_____
_____	Sausalito Loveseat	59" x 32" x 32"	Black Micro Suede	\$620.16	\$930.23	_____
_____	Sausalito Sofa	83" x 32" x 32"	Black Micro Suede	\$702.84	\$1,054.27	_____
_____	Sausalito Club Chair	39" x 32" x 32"	Black Micro Suede	\$454.78	\$682.17	_____
_____	Cube Ottoman	17" x 17" x 17"	Micro Fiber: Cinnamon, Chocolate, Colbalt, Grape, White, Black, Lime, Red, Tangerine, Sunflower	\$157.11	\$235.66	_____
_____	Cube Ottaman	17" x 17" x 17"	Vinyl: Black or Metallic	\$157.11	\$235.66	_____
_____	Pedestal	14" x 14" x 42"	Black or White	\$396.90	\$595.35	_____
_____	Pedestal	14" x 14" x 36"	Black or White	\$339.02	\$508.53	_____
_____	Pedestal	14" x 14" x 30"	Black or White	\$305.94	\$458.92	_____
_____	Computer Kiosk	24" x 24" x 42"	Black or White	\$330.75	\$496.13	_____
_____	Park Ave Bar Stool	16" x 19" x 43"	Maple/Chrome	\$248.06	\$372.09	_____
_____	Silk Back Bar Stool	18" x 17" x 41.5"	Clear/Black/Chrome	\$248.06	\$372.09	_____
_____	Euro Black Bar Stool	21" x 23" x 43"	Black Vinyl	\$248.06	\$372.09	_____
_____	Park Ave Bar Table	16" x 18" x 31"	Maple/Nickel	\$281.14	\$421.71	_____
_____	Blanco Cafe Table	24" x 29"	White/Chrome	\$281.14	\$421.71	_____
_____	Conference Table Square Glass/ Chrome	32" x 32" x 29"	Chrome/Glass	\$454.78	\$682.17	_____
_____	Princeton Coffee Table	45" x 21" x 16"	Black/Glass	\$281.14	\$421.71	_____
_____	Sterling Coffee Table	25" Dia x 21"	Glass/Silver	\$314.21	\$471.32	_____

For more from this Executive Collection, please call our
Exhibitor Services Department at 201-994-1301

Visit the Metro Expo Online Store to place your order online! www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 9.000% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Executive Furnishings are non-refundable 10 days prior to move-in.



Standard Carpet Order Form



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
October 29, 2015

Green Festival - San Francisco
November 13 - 15, 2015
Cow Palace

Company Name: _____ Booth #: _____
Contact Name: _____ Phone #: _____

Remember to order utilities in advance.
All utility lines must be installed before carpet installation.

STANDARD CARPET

Price includes delivery, installation, carpet tape and removal.

Custom cut carpet is required for all booths longer than 30' or booths configured as an island or peninsula.

Multiples are not available in the same color. No exceptions.

Colors Available - Please check desired color:

If a color is not checked a default color will be chosen

***These colors are approximate and serve only as an example. Your actual carpet color will vary.**



☐ Black



☐ Blue



☐ Green



☐ Gray



☐ Red



☐ Burgundy



☐ Tuxedo

Qty.	Item	Discount	Standard	Total
	10' x 10' Booth Carpet	\$184.06	\$276.10	
	10' x 20' Booth Carpet	\$331.31	\$496.97	
	10' x 30' Booth Carpet	\$478.56	\$717.85	

PADDING & VISQUEEN

Price includes delivery, installation, carpet tape and removal.

Minimum order of 100 square feet is required.

Qty.	Item	Discount	Standard	Total
	Carpet Padding - 1/2"	\$1.10 sq.ft.	\$1.65 sq.ft.	
	Visqueen Plastic Covering	\$0.62 sq.ft.	\$0.92 sq.ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				

Visit the Metro Expo Online Store to place your order online! www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 9.000% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Any Standard Carpet cancelled will be charged 50% after move-in begins and 100% after installation. Custom Cut Carpet orders are non-refundable 2 weeks prior to move-in.



Custom Cut & Plush Carpet Order Form



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
October 29, 2015

Green Festival - San Francisco
November 13 - 15, 2015
Cow Palace

Company Name: _____ Booth #: _____
Contact Name: _____ Phone #: _____

Remember to order utilities in advance.
All utility lines must be installed before carpet installation.

CUSTOM CUT CARPET

Price includes delivery, installation, carpet tape, visqueen and removal.

Minimum order of 100 square feet is required for custom cut carpet orders.

Colors Available - Please check desired color:

If a color is not checked a default color will be chosen

***These colors are approximate and serve only as an example. Your actual carpet color will vary.**



☐ Black



☐ Blue



☐ Green



☐ Gray



☐ Red



☐ Burgundy



☐ White

Qty.	Item	Discount	Standard	Total
	Custom Cut Carpet	\$4.52 sq.ft.	\$6.78 sq.ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				
PADDING				
	Carpet Padding - 1/2"	\$1.10 sq.ft.	\$1.65 sq.ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				

PLUSH CUSTOM CUT CARPET (26 oz)

Price includes delivery, installation, carpet tape, padding, visqueen and removal.

Minimum order of 400 square feet is required for premium cut carpet orders.

Colors Available - Please check desired color:

***These colors are approximate and serve only as an example. Your actual carpet color will vary.**



☐ Onyx



☐ Navy



☐ Boysenberry



☐ Charcoal



☐ Sword



☐ Silky Beige

Qty.	Item	Discount	Standard	Total
	Custom Cut Carpet	\$7.38 sq.ft.	\$11.06 sq.ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				

Visit the Metro Expo Online Store to place your order online! www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 9.000% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Any Standard Carpet cancelled will be charged 50% after move-in begins and 100% after installation. Custom Cut Carpet orders are non-refundable 2 weeks prior to move-in.



Cleaning Order Form



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Green Festival - San Francisco

November 13 - 15, 2015

Cow Palace

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

To ensure your booth is show-ready, specify your requirements below. Please call us if you have a special need. Metropolitan Exposition Services, Inc. is the official cleaning contractor for your show and will handle all cleaning services on the show floor.

Cost of vacuuming and shampooing will be invoiced on the total area of your booth space, 100 square feet minimum.

BOOTH CLEANING SERVICES – Please mark your selection			
VACUUMING – Includes emptying of wastebaskets nightly			Price
<input type="checkbox"/> Daily	Cost per square foot per day		\$0.42
<input type="checkbox"/> Before Show Opens Only	Cost per square foot		\$0.46
MOPPING & WAXING			
<input type="checkbox"/>	Available upon request		
PERIODIC PORTER SERVICE			
<i>Metropolitan Exposition Services, Inc. will empty wastebaskets and wipe down counter at two hour interval, show hours only, for the duration of the show. Vacuuming not included</i>			
<input type="checkbox"/> Porter service labor at 2 hour intervals	Price per day		\$255.14

CALCULATION OF ORDER – Orders confirmed only upon request						
Calculate Days when ordering daily service						
	Sq.Ft.	X	Rate	X	No. of Days	Total
Vacuumping						
Shampooing						
Periodic Porter Service						
Total All Lines						
					Tax 9.000%	
					Total Payment Enclosed	

DEADLINE FOR GRAPHICS IS (3) WEEKS BEFORE THE SHOW OPEN. ANY GRAPHICS TURNED IN LATE WILL INCUR A 50% RUSH FEE

SILVER



*ELECTRICAL NOT INCLUDED

DISCOUNT \$ 2,070.04 STANDARD \$ 3,105.07

PACKAGE INCLUDES:

- ▯ (3) WHITE STRAIGHT SHELVES
- ▯ (3) ARM LIGHTS*
- ▯ (1) HEADER WITH COMPANY NAME
- ▯ 10' x 10' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

GOLD



*ELECTRICAL NOT INCLUDED

DISCOUNT \$ 2,952.51 STANDARD \$ 4,428.75

PACKAGE INCLUDES:

- ▯ (3) WHITE STRAIGHT SHELVES
- ▯ (3) ARM LIGHTS*
- ▯ (3) BACK WALL GRAPHIC PANELS*
- ▯ (1) GRAPHIC HEADER*
- ▯ 10' x 10' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

PLATINUM



*ELECTRICAL NOT INCLUDED

DISCOUNT \$ 5,125.36 STANDARD \$ 7,688.04

PACKAGE INCLUDES:

- ▯ (3) WHITE STRAIGHT SHELVES
- ▯ (3) ARM LIGHTS*
- ▯ FULL GRAPHICS OR COLOR PANELS*
- ▯ (1) 42" TV WITH STAND & DVD PLAYER*
- ▯ (1) 30" BLACK PEDESTAL TABLE
- ▯ (3) BLACK DESIGNER ARM CHAIRS
- ▯ CHOICE OF METAL COLOR (SILVER DUST, SILVER VEIN OR WHITE)
- ▯ 10' x 10' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

PLEASE CONTACT A METROPOLITAN EXPOSITION
EXHIBIT SALES TEAM MEMBER FOR MORE
INFORMATION AT EXHIBITSALES@METRO-EXPO.COM
(P) 201-994-1303 (F) 201-994-1350

DEADLINE FOR GRAPHICS IS (3) WEEKS BEFORE THE SHOW OPEN. ANY GRAPHICS TURNED IN LATE WILL INCUR A 50% RUSH FEE

SILVER



*ELECTRICAL NOT INCLUDED

DISCOUNT \$ 2,782.97 STANDARD \$ 4,174.46

PACKAGE INCLUDES:

- ▯ (4) WHITE STRAIGHT SHELVES
- ▯ (3) ARM LIGHTS*
- ▯ (1) HEADER WITH COMPANY NAME
- ▯ 10' x 10' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

GOLD



*ELECTRICAL NOT INCLUDED

DISCOUNT \$ 3,380.20 STANDARD \$ 5,070.29

PACKAGE INCLUDES:

- ▯ (4) WHITE STRAIGHT SHELVES
- ▯ (3) ARM LIGHTS*
- ▯ (2) BACK WALL GRAPHIC PANELS*
- ▯ (1) GRAPHIC HEADER*
- ▯ (1) 1M x 8' CURVED GRAPHIC PANEL*
- ▯ 10' x 10' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

PLATINUM



*ELECTRICAL NOT INCLUDED

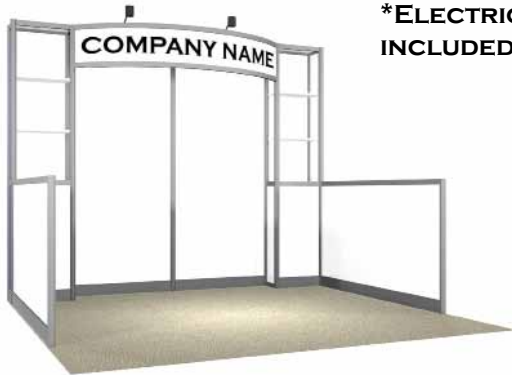
DISCOUNT \$ 5,181.41 STANDARD \$ 7,787.11

PACKAGE INCLUDES:

- ▯ (4) WHITE STRAIGHT SHELVES
- ▯ (3) ARM LIGHTS*
- ▯ (1) LIGHTBOX*
- ▯ FULL GRAPHICS OR COLOR PANELS
- ▯ (1) 42" TV ON WALL MOUNT & DVD PLAYER*
- ▯ (1) 30" BLACK PEDESTAL TABLE
- ▯ (3) BLACK DESIGNER ARM CHAIRS
- ▯ CHOICE OF METAL COLOR (SILVER DUST, SILVER VEIN OR WHITE)
- ▯ 10' x 10' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

DEADLINE FOR GRAPHICS IS (3) WEEKS BEFORE THE SHOW OPEN. ANY GRAPHICS TURNED IN LATE WILL INCUR A 50% RUSH FEE

SILVER



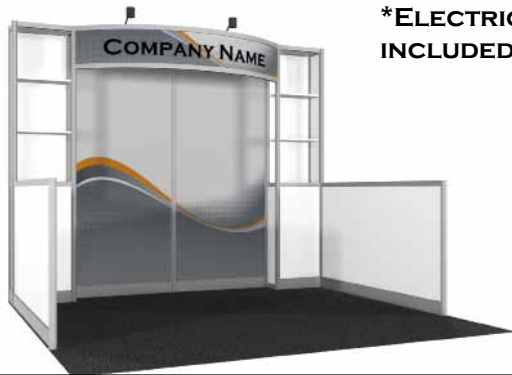
*ELECTRICAL NOT INCLUDED

DISCOUNT \$ 3,836.02 STANDARD \$ 5,754.02

PACKAGE INCLUDES:

- ▯ (4) 1/2 M SHELVES
- ▯ (2) ARM LIGHTS*
- ▯ (1) HEADER WITH COMPANY NAME
- ▯ 10' x 10' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

GOLD



*ELECTRICAL NOT INCLUDED

DISCOUNT \$ 4,620.42 STANDARD \$ 6,930.63

PACKAGE INCLUDES:

- ▯ (4) 1/2 M SHELVES
- ▯ (2) ARM LIGHTS*
- ▯ (2) BACK WALL GRAPHIC PANELS*
- ▯ (2) BACK WALL GRAPHICS (BOTTOM PANEL)*
- ▯ (1) GRAPHIC HEADER*
- ▯ 10' x 10' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

PLATINUM



*ELECTRICAL NOT INCLUDED

DISCOUNT \$ 6,609.92 STANDARD \$ 9,914.87

PACKAGE INCLUDES:

- ▯ (4) 1/2 M SHELVES
- ▯ (2) ARM LIGHTS*
- ▯ FULL GRAPHICS OR COLOR PANELS*
- ▯ (1) 42" TV ON WALL MOUNT & DVD PLAYER*
- ▯ (1) 30" BLACK PEDESTAL TABLE
- ▯ (3) BLACK DESIGNER ARM CHAIRS
- ▯ CHOICE OF METAL COLOR (SILVER DUST, SILVER VEIN OR WHITE)
- ▯ 10' x 10' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

PLEASE CONTACT A METROPOLITAN EXPOSITION
EXHIBIT SALES TEAM MEMBER FOR MORE
INFORMATION AT EXHIBITSALES@METRO-EXPO.COM
(P) 201-994-1303 (F) 201-994-1350

RENTAL EXHIBIT 1B 10' x 20'

METROPOLITAN
exposition

DEADLINE FOR GRAPHICS IS (3) WEEKS BEFORE THE SHOW OPEN. ANY GRAPHICS TURNED IN LATE WILL INCUR A 50% RUSH FEE

SILVER



*ELECTRICAL NOT
INCLUDED

DISCOUNT \$ 3,986.61 STANDARD \$ 5,979.92

PACKAGE INCLUDES:

- ▯ (8) WHITE STRAIGHT SHELVES
- ▯ (6) ARM LIGHTS*
- ▯ (1) 1M x 1/2 M x 42" CABINET
- ▯ (1) HEADERS WITH COMPANY NAME
- ▯ 10' x 20' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

GOLD



*ELECTRICAL NOT
INCLUDED

DISCOUNT \$ 7,164.98 STANDARD \$ 10,747.48

PACKAGE INCLUDES:

- ▯ (8) WHITE STRAIGHT SHELVES
- ▯ (6) ARM LIGHTS*
- ▯ (1) 1M x 1/2 M x 42" CABINET W/ GRAPHIC*
- ▯ (6) BACK WALL GRAPHIC PANELS*
- ▯ (3) GRAPHIC HEADERS*
- ▯ (1) 42" TV ON WALL MOUNT & DVD PLAYER*
- ▯ 10' x 20' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

PLATINUM



*ELECTRICAL NOT
INCLUDED

DISCOUNT \$ 9,463.08 STANDARD \$ 14,194.62

PACKAGE INCLUDES:

- ▯ (8) WHITE STRAIGHT SHELVES
- ▯ (6) ARM LIGHTS*
- ▯ 1M x 1/2 M x 42" CABINET W/ GRAPHIC*
- ▯ FULL GRAPHICS OR COLOR PANELS *
- ▯ (2) 42" TVs ON WALL MOUNTS & DVD PLAYERS*
- ▯ (2) 30" BLACK PEDESTAL TABLES
- ▯ (6) BLACK DESIGNER ARM CHAIRS
- ▯ CHOICE OF METAL COLOR (SILVER DUST, SILVER VEIN OR WHITE)
- ▯ 10' x 20' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR

PLEASE CONTACT A METROPOLITAN EXPOSITION
EXHIBIT SALES TEAM MEMBER FOR MORE
INFORMATION AT EXHIBITSales@METRO-EXPO.COM
(P) 201-994-1303 (F) 201-994-1350

RENTAL EXHIBIT 2B 10' x 20'

METROPOLITAN
exposition

DEADLINE FOR GRAPHICS IS (3) WEEKS BEFORE THE SHOW OPEN. ANY GRAPHICS TURNED IN LATE WILL INCUR A 50% RUSH FEE

SILVER



*ELECTRICAL NOT
INCLUDED

PACKAGE INCLUDES:

- ▯ (8) WHITE STRAIGHT SHELVES
- ▯ (6) ARM LIGHTS*
- ▯ (1) 1M RADIUS X 42" COUNTER
- ▯ (1) 4M HEADER WITH COMPANY NAME
- ▯ 10' x 20' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

DISCOUNT \$ 4,591.76	STANDARD \$ 6,887.64
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GOLD



*ELECTRICAL NOT
INCLUDED

PACKAGE INCLUDES:

- ▯ (8) WHITE STRAIGHT SHELVES
- ▯ (6) ARM LIGHTS*
- ▯ (1) 1M RADIUS X 42" COUNTER W/ GRAPHIC*
- ▯ (2) 1M x 8' CURVED GRAPHIC PANELS*
- ▯ (4) BACK WALL GRAPHIC PANELS*
- ▯ (1) 4M HEADER WITH COMPANY NAME*
- ▯ 10' x 20' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

DISCOUNT \$ 5,919.91	STANDARD \$ 8,879.85
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PLATINUM



*ELECTRICAL NOT
INCLUDED

PACKAGE INCLUDES:

- ▯ (8) WHITE STRAIGHT SHELVES
- ▯ (6) ARM LIGHTS*
- ▯ (1) 1M RADIUS X 42" COUNTER W/ GRAPHIC*
- ▯ (2) LIGHTBOXES*
- ▯ FULL GRAPHICS*
- ▯ (1) 42" TV ON WALL MOUNT & DVD PLAYER*
- ▯ (2) 30" BLACK PEDESTAL TABLES
- ▯ (6) BLACK DESIGNER ARM CHAIRS
- ▯ CHOICE OF METAL COLOR (SILVER DUST, SILVER VEIN OR WHITE)
- ▯ 10' x 20' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR

DISCOUNT \$ 8,396.28	STANDARD \$ 12,594.41
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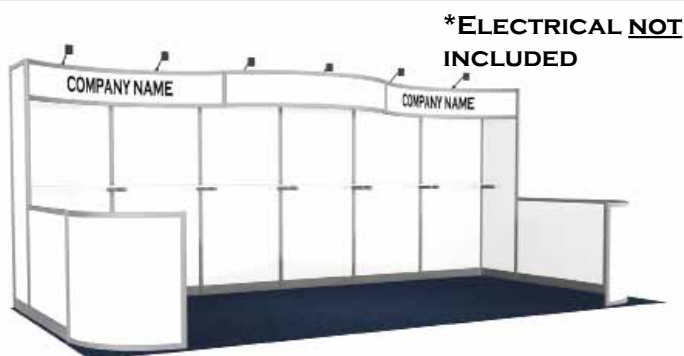
PLEASE CONTACT A METROPOLITAN EXPOSITION
EXHIBIT SALES TEAM MEMBER FOR MORE
INFORMATION AT EXHIBITSALES@METRO-EXPO.COM
(P) 201-994-1303 (F) 201-994-1350

RENTAL EXHIBIT 3B 10' x 20'

METROPOLITAN
exposition

DEADLINE FOR GRAPHICS IS (3) WEEKS BEFORE THE SHOW OPEN. ANY GRAPHICS TURNED IN LATE WILL INCUR A 50% RUSH FEE

SILVER



DISCOUNT \$ 5,138.01 | STANDARD \$ 7,707.03

PACKAGE INCLUDES:

- ▯ (6) WHITE STRAIGHT SHELVES
- ▯ (6) ARM LIGHTS*
- ▯ (2) HEADERS WITH COMPANY NAME
- ▯ 10' x 20' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

GOLD



DISCOUNT \$ 7,330.79 | STANDARD \$10,996.18

PACKAGE INCLUDES:

- ▯ (6) WHITE STRAIGHT SHELVES
- ▯ (6) ARM LIGHTS*
- ▯ (6) BACK WALL GRAPHIC PANELS*
- ▯ (3) GRAPHIC HEADERS *
- ▯ (2) COUNTER TOPS & COUNTER GRAPHICS*
- ▯ 10' x 20' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

PLATINUM



DISCOUNT \$ 9,628.88 | STANDARD \$14,443.32

PACKAGE INCLUDES:

- ▯ (6) WHITE STRAIGHT SHELVES
- ▯ (6) ARM LIGHTS*
- ▯ FULL GRAPHICS OR COLOR PANELS*
- ▯ (1) 42" TV ON WALL MOUNT & DVD PLAYER*
- ▯ (2) 30" BLACK PEDESTAL TABLES
- ▯ (6) BLACK DESIGNER ARM CHAIRS
- ▯ CHOICE OF METAL COLOR (SILVER DUST, SILVER VEIN OR WHITE)
- ▯ 10' x 20' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR

PLEASE CONTACT A METROPOLITAN EXPOSITION
EXHIBIT SALES TEAM MEMBER FOR MORE
INFORMATION AT EXHIBITSales@METRO-EXPO.COM
(P) 201-994-1303 (F) 201-994-1350



Rental Exhibit Order Form



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
October 29, 2015

Green Festival - San Francisco
November 13 - 15, 2015
Cow Palace

Company Name: _____ Booth #: _____
Contact Name: _____ Phone #: _____

STANDARD BOOTH CARPET



☐ Black



☐ Blue



☐ Green



☐ Gray



☐ Red



☐ Burgundy

STANDARD BOOTH OPTIONS

The following colors are available for panel options:

Silver and Gold Booth Package Panel Colors

☐ White (PVC) ☐ Black (Fabric) ☐ Gray (Fabric) ☐ Wood Grain

Platinum Booth Package Metal Panel Colors

☐ Silver Dust ☐ Silver Vein ☐ White

HEADER IDENTIFICATION SIGN

Header will be produced on White Fascia with Black Lettering. Please indicate exactly how you would like your company name to appear.

Must receive header logo (3) weeks before the show open. Any logo turned in later will incur a 50% rush fee

Please contact a Metropolitan Exposition Exhibit Sales Team Member
for more information at exhibitsales@metro-expo.com
(P) 201-994-1303 (F) 201-994-1350

Cancellation Policy: Items cancelled prior to the show will result in a 50% re-stocking fee.
There will be NO REFUNDS for items cancelled at show site. NO EXCEPTIONS.



Rental Exhibit Order Form

METROPOLITAN
exposition

115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
October 29, 2015

Green Festival - San Francisco
November 13 - 15, 2015
Cow Palace

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

	Description	Discount Price	Standard Price	Total Price
1A Booth Package 10 x 10	Silver	\$2,070.04	\$3,105.07	
	Gold	\$2,952.51	\$4,428.75	
	Platinum	\$5,125.36	\$7,688.04	
2A Booth Package 10 x 10	Silver	\$2,782.97	\$4,174.46	
	Gold	\$3,380.20	\$5,070.29	
	Platinum	\$5,191.41	\$7,787.11	
3A Booth Package 10 x 10	Silver	\$3,836.02	\$5,754.02	
	Gold	\$4,620.42	\$6,930.63	
	Platinum	\$6,609.92	\$9,914.87	
1B Booth Package 10 x 20	Silver	\$3,986.61	\$5,979.92	
	Gold	\$7,164.98	\$10,747.48	
	Platinum	\$9,463.08	\$14,194.62	
2B Booth Package 10 x 20	Silver	\$4,591.76	\$6,887.64	
	Gold	\$5,919.91	\$8,879.85	
	Platinum	\$8,396.28	\$12,594.41	
3B Booth Package 10 x 20	Silver	\$5,138.01	\$7,707.03	
	Gold	\$7,330.79	\$10,996.18	
	Platinum	\$9,628.88	\$14,443.32	

***Deadline for graphics is (3) weeks before the show open.**
Any graphics turned in late will incur a 50% rush fee

Please contact a Metropolitan Exposition Exhibit Sales Team Member
for more information at exhibitsales@metro-expo.com
(P) 201-994-1303 (F) 201-994-1350

Visit the Metro Expo Online Store to place your order online! www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 9.000% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Items cancelled after move-in begins will result in a 50% re-stocking fee. There will be no refund for items called after installation. NO EXCEPTIONS.



Rental Exhibit & Accessories Order Form








115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
October 29, 2015

Green Festival - San Francisco
November 13 - 15, 2015
Cow Palace

Company Name: _____ Booth #: _____
Contact Name: _____ Phone #: _____

Shelves	Track Lights	Garment & Display Racks
 Angled Shelf  Straight Shelf	 <i>* Electrical is NOT Included in Booth Packages</i> 50watt Halogen Light	 Display Rack 6" Bracket  Garment Rack 12" Bracket

Gondolas & Counters



Single Sided Gondola



Double Sided Gondola



1m Cabinet



2m Cabinet



Radius Counter

Qty	Item	Discount Price	Standard Price	Total Price
	Straight Shelf (White)	\$61.97	\$92.95	
	Angled Shelf (White)	\$61.97	\$92.95	
	Straight Shelf (Wood)	\$61.97	\$92.95	
	Angled Shelf (Wood)	\$61.97	\$92.95	
	Track with (3) Lights *	\$313.00	\$469.50	
	Additional 50watt Halogen Light *	\$68.24	\$102.37	
	Single Sided Gondola (2 Shelves)	\$368.08	\$552.12	
	Double Sided Gondola (4 Shelves)	\$477.69	\$716.54	
	1m Garment Rack 12" Bracket	\$48.62	\$72.93	
	2m Garment Rack 12" Bracket	\$97.24	\$145.86	
	3m Garment Rack 12" Bracket	\$145.86	\$218.79	
	1m Display Rack 6" Bracket	\$48.62	\$72.93	
	2m Display Rack 6" Bracket	\$97.24	\$145.86	
	3m Display Rack 6" Bracket	\$145.86	\$218.79	
	1m x 1/2m x 42" Cabinet	\$406.89	\$610.34	
	2m x 1/2m x 42" Cabinet	\$506.11	\$759.17	
	1m x 42" Radius Counter	\$618.47	\$927.71	

Visit the Metro Expo Online Store to place your order online! www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 9.000% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Items cancelled prior to the show will result in a 50% re-stocking fee.
There will be NO REFUNDS for items cancelled at show site. NO EXCEPTIONS.

VALUESTAND RETRACTABLE BANNER STANDS PROVIDE THE ULTIMATE IN CONVENIENCE AND STYLE. THEY ARE LIGHTWEIGHT AND SET-UP IN LESS THEN A MINUTE. THE GRAPHIC COMES PRE-INSTALLED SO THE DISPLAY IS IMMEDIATELY READY TO GO.

VALUE

VALUESTAND

- BUILT TO FIT ANY BUDGET
- MADE FROM THE HIGHEST QUALITY COMPONENTS

REPLACEABLE GRAPHIC

UNLIKE MOST SYSTEMS, VALUESTAND IS DESIGNED TO ALLOW THE GRAPHIC TO BE CHANGED QUICKLY AND EASILY WITHOUT TOOLS OR ADDITIONAL HARDWARE.

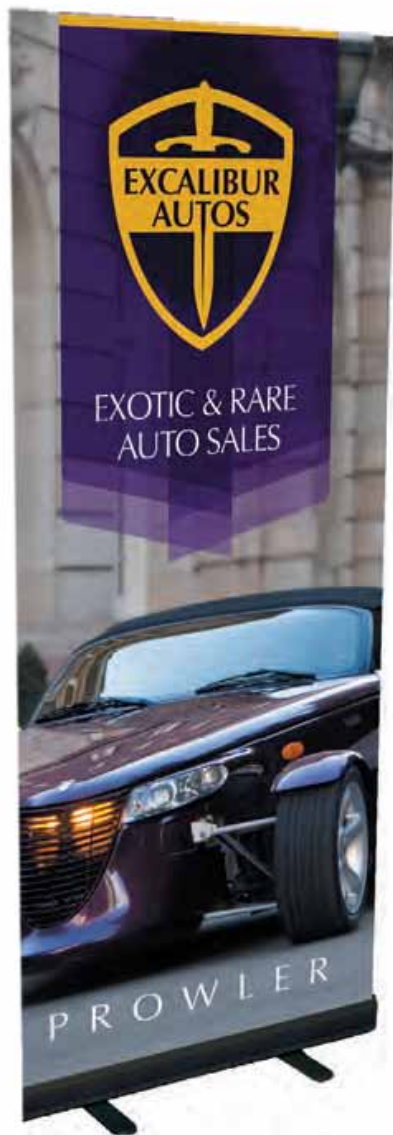
OPTIONS

AVAILABLE IN SINGLE SIDED/VALUESTAND OR DOUBLE SIDED/BRANDSTAND 2

**** BASE UNIT AVAILABE IN SILVER**

DEADLINE FOR GRAPHICS IS (3) WEEKS BEFORE THE SHOW OPEN. ANY GRAPHICS TURNED IN LATE WILL INCUR A 50% RUSH FEE

THERE WILL BE A 50% RUSH CHARGE FOR ANY BANNER STAND ORDER THAT IS NEEDED IN LESS THAN 5 DAYS



INCLUDES:

DURABLE NYLON CARRYING BAG

COLLAPSIBLE POLE

REUSABLE SNAP-LOCK PROFILE

REWIND TOOL

BASE UNIT **

ART AREA
MAIN GRAPHIC 33.5"W X 79"H



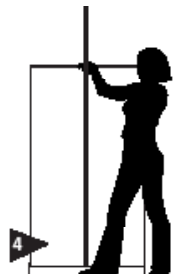
1 Carefully remove the Stand from the nylon bag.



2 Turn stabilizing feet to a 90° angle



3 Assemble tri-fold pole and insert into hole located on the base.



4 Pull graphic out of the base and fasten hook into the top of pole.



5 Place display into position. To close, unfasten top hook and firmly grip while slowly and gently retracting graphic.

PLEASE CONTACT A METROPOLITAN EXPOSITION
EXHIBIT SALES TEAM MEMBER FOR MORE
INFORMATION AT EXHIBITSALES@METRO-EXPO.COM
(P) 201-994-1303 (F) 201-994-1350



Banner Stand Order Form



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
October 29, 2015

Green Festival - San Francisco
November 13 - 15, 2015
Cow Palace

Company Name: _____ Booth #: _____
Contact Name: _____ Phone #: _____

Qty.	Description	Discount	Standard	Total
	Single Sided VALUESTAND with Silver Base with Graphic*	\$379.40	\$493.23	

Banner Stands will be shipped within 5 business days from approval of art work.

There will be 50% rush charge for any banner stand order that is needed in less than 5 days.

SHIPPING & HANDLING NOT INCLUDED IN PRICE

*** Graphics must be print ready and follow specifications noted in the Art Submission Guidelines below.**

If you require a graphic designer Metropolitan Exposition Services, Inc., can meet any graphic requirements you have for an additional charge.

We cannot guarantee timely delivery for any banner stand that is ordered in less than 5 days

Please contact us at 201.994.1303 if you have any questions or need additional information.

Art Preparation Guidelines

These guidelines aid in the efficiency of the production process and help us to produce the best quality print for you in the timeline you desire.

Accepted file formats: Adobe Illustrator .eps or .ai; Adobe Photoshop .psd, .tif or .eps files. Submit file in native file format. Using alternate art file formats may result in printing difficulties, undesired results, and additional art preparation charges.

- Convert all fonts to outlines and/or Rasterize any type layers in Photoshop files.
- Do not apply global effects.
- Do not embed linked files. Maintain all links and provide high resolution .tiff or eps files.
- Do not flatten transparency and other effects in your files. Transparency effects in vector design programs may experience printing difficulties and undesired results. Transparent colors are affected when underlying colors need to be adjusted. Define color as percentage of spot color when appropriate to image.
- When sending Photoshop files, include a layered PSD file.
- Save all images at the appropriate resolution at final print size. Do not rez-up low resolution files to a higher resolution.
- Final resolution should be 100dpi at full size. PMS Match = Uncoated, Color Mode = CMYK
- Provide color matching information with your art files. Specify Pantone colors or send color copy, proof, or color chip to match to.

SUBTOTAL = _____ + TAX @ 8.75% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

All orders are non-refundable once ordered and processed.

Quick Fab Curve



Quick Fab Curve Size: 114" Wide x 88" High x 12" Deep

Quick Fab Flat Size: 117" Wide x 88" High x 12" Deep

IMPRESS CUSTOMERS WITH A HIGH IMPACT QUICK FAB™ POP-UP DISPLAY. THIS ECONOMICAL AND LIGHTWEIGHT DISPLAY HAS AN INTERCHANGEABLE FABRIC GRAPHIC THAT COLLAPSES DOWN WITH THE FRAME AND FITS WITHIN A DUFFEL SIZE BAG.

- QUICK & EASY SET-UP
- QUALITY WORKMANSHIP
- REPLACEABLE GRAPHIC
- PORTABLE
- THERE WILL BE A 35% RUSH CHARGE FOR ANY QUICK FAB ORDER THAT IS NEEDED IN LESS THAN 10 DAYS*

Includes:



Frame



Hard Case with Table
27.5"w x 16"d x 38"h o.d.



Light Package
Two 150 Watt Lights

Pop-up Podium

Includes Frame, Soft Case & Graphic



Options



Printed Case
Wrap



Backlit Kit
Only for 4' x 3' Curved

PLEASE CONTACT A METROPOLITAN EXPOSITION
EXHIBIT SALES TEAM MEMBER FOR MORE
INFORMATION AT EXHIBITSALES@METRO-EXPO.COM
(P) 201-994-1303 (F) 201-994-1350



Quick Fab Order Form



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Green Festival - San Francisco

November 13 - 15, 2015

Cow Palace

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Qty.	Description	Standard	Total
	Quick Fab Curve (Includes Frame, Backwall Graphic, Hard Case, 2 Lights)	\$2,789.99	
	Quick Fab Curve with Backlit Kit (Includes Frame, Backwall Graphic, Hard Case, 2 Lights)	\$3,994.36	
	Quick Fab Flat	\$2,901.15	
	Graphic for Hard Case	\$364.00	
	Podium with Graphic	\$558.88	

Quick Fab walls will be shipped within 10 business days from approval of art work.

There will be 50% rush charge for any Quick Fab order that is needed in less than 10 days.

SHIPPING & HANDLING NOT INCLUDED IN PRICE

*** Graphics must be print ready and follow specifications noted in the Art Submission Guidelines below.**

If you require a graphic designer Metropolitan Exposition Services, Inc., can meet any graphic requirements you have for an additional charge.

We cannot guarantee timely delivery for any Quick Fab that is ordered in less than 10 days

Please contact us at 201.994.1303 if you have any questions or need additional information.

Art Preparation Guidelines

These guidelines aid in the efficiency of the production process and help us to produce the best quality print for you in the timeline you desire.

Accepted file formats: Adobe Illustrator .eps or .ai; Adobe Photoshop .psd, .tif or .eps files. Submit file in native file format. Using alternate art file formats may result in printing difficulties, undesired results, and additional art preparation charges.

- Convert all fonts to outlines and/or Rasterize any type layers in Photoshop files.
- Do not apply global effects.
- Do not embed linked files. Maintain all links and provide high resolution .tiff or eps files.
- Do not flatten transparency and other effects in your files. Transparency effects in vector design programs may experience printing difficulties and undesired results. Transparent colors are affected when underlying colors need to be adjusted. Define color as percentage of spot color when appropriate to image.
- When sending Photoshop files, include a layered PSD file.
- Save all images at the appropriate resolution at final print size. Do not rez-up low resolution files to a higher resolution.
- Final resolution should be 100dpi at full size. PMS Match = Uncoated, Color Mode = CMYK
- Provide color matching information with your art files. Specify Pantone colors or send color copy, proof, or color chip to match to.

SUBTOTAL = _____ + TAX @ 8.75% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Cancellation Policy: All orders are non-refundable once ordered and processed.

SET YOUR BOOTH APART FROM THE REST. VIVID, FULL-COLOR GRAPHICS PRINTED DIRECTLY FOR YOUR BOOTH TO ENSURE YOU ARE NOT OVERLOOKED. CUSTOMIZING YOUR WALLS WILL SAVE YOU A LOT OF TIME. NO NEED FOR DOUBLE FACE TAPE OR VELCRO, SIMPLY SEND US YOUR PRINT READY GRAPHIC AND WE WILL TAKE CARE OF EVERYTHING, FROM INSTALLATION TO DISMANTLE OF YOUR CUSTOMIZED GRAPHIC PANELS.



PLEASE CONTACT A METROPOLITAN EXPOSITION
EXHIBIT SALES TEAM MEMBER FOR MORE
INFORMATION AT EXHIBITSALES@METRO-EXPO.COM
(P) 201-994-1303 (F) 201-994-1350

THE METROPOLITAN EXPOSITION EXHIBIT AND DESIGN TEAM IS PROUD TO INTRODUCE OUR FIRST MODULAR WALL SYSTEM DESIGNED FOR FABRIC GRAPHICS. THE EZ FABRIC WALL SYSTEM COMBINES THE VERSATILITY OF MODULAR WALLS WITH THE BENEFITS OF LIGHTWEIGHT FABRIC GRAPHICS.



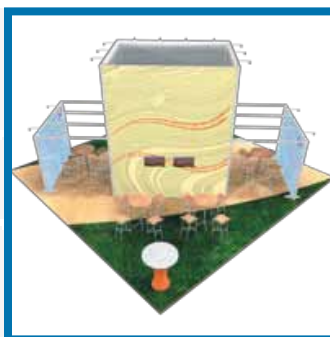
**ALUMINUM
CONSTRUCTION**



COLOR FABRIC



EASY SET UP



MULTIPLE DESIGNS



TOOLS INCLUDED

PLEASE CONTACT A METROPOLITAN EXPOSITION
EXHIBIT SALES TEAM MEMBER FOR MORE
INFORMATION AT EXHIBITSALES@METRO-EXPO.COM
(P) 201-994-1303 (F) 201-994-1350

IS YOUR COMPANY CONSIDERING BRINGING OR USING YOUR OWN CUSTOM BOOTH? STOP AND THINK AGAIN! WE HIGHLY ENCOURAGE YOU TO CONSIDER USING OUR RENTAL CUSTOM HARDWALL BOOTH. WHY? IT'S HASSLE FREE, NO SHIPPING CHARGES , NO DRAYAGE CHARGES AND MOST IMPORTANTLY, YOU DON'T NEED TO SEND YOUR STAFF EARLY TO SETUP YOUR BOOTH. OUR RENTAL CUSTOM HARDWALL BOOTH WILL BE THE FIRST ONE BUILT ON THE SHOW FLOOR AND READY FOR YOU SO YOU WILL HAVE MORE TIME TO SPEND WITH YOUR CLIENTS. THE METROPOLITAN EXPOSITION EXHIBIT AND DESIGN TEAM IS HERE TO DELIVER YOUR VISION. IT'S A FRESH NEW CONTEMPORARY DESIGN THAT WILL CAPTIVATE YOUR PROSPECTIVE BUYERS.

RENTAL CUSTOM HARDWALL BOOTHS INCLUDE:

- INSTALLATION & DISMANTLE
- SUPERVISION
- CUSTOM GRAPHICS
- CUSTOM CARPET
- FURNITURE
- LIGHTING (POWER NOT INCLUDED)
- DRAYAGE OF ALL METROPOLITAN EXPOSITION EQUIPMENT ONLY

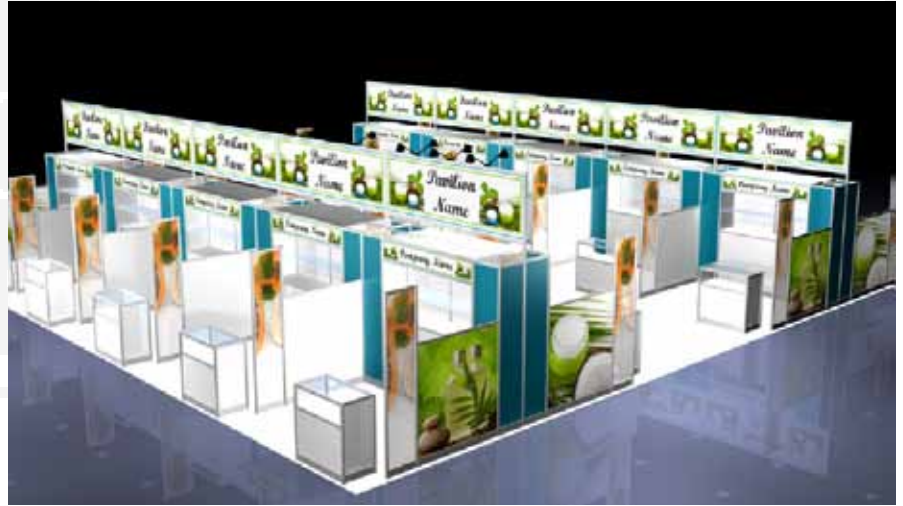


PLEASE CONTACT A METROPOLITAN EXPOSITION
EXHIBIT SALES TEAM MEMBER FOR MORE
INFORMATION AT EXHIBITSales@metro-expo.com
(P) 201-994-1303 (F) 201-994-1350

THE METROPOLITAN EXPOSITION EXHIBIT AND DESIGN TEAM IS ENDLESSLY REINVENTING AND SEARCHING FOR NEW DESIGNS TO OFFER YOU. THIS YEAR WE'RE EXCITED TO PRESENT YOU WITH SEVERAL CUSTOMIZED PAVILION DESIGNS FROM BASIC, MODERATE TO UPSCALE DESIGN OPTIONS AT VARYING PRICE POINTS.

CUSTOM PAVILION INCLUDES:

- INSTALLATION
- DISMANTLE
- SUPERVISION
- DESIGN OPTIONS
- CUSTOM GRAPHICS
- CUSTOM CARPET
- LIGHTING (POWER NOT INCLUDED)
- DRAYAGE OF ALL METROPOLITAN EXPOSITION EQUIPMENT ONLY



THIS SYSTEM GIVES FORM TO FUNCTION BY TAKING SIGNAGE TO A WHOLE NEW DIMENSION. YEARS OF EXPERIENCE BUILDING FABRIC STRETCH FRAMES FOR CLIENTS HAVE LED THE FABRI FRAME SIGNAGE REVOLUTION. THESE RIGID, YET LIGHTWEIGHT ALUMINUM FRAMES CREATE A HEAVY DUTY AND LONG LASTING STRUCTURE WHICH CAN BE DESIGNED AND CREATED IN ALMOST ANY SHAPE AND SIZE IMAGINABLE. OUR PILLOW CASE COVERS ARE CUSTOM MADE FOR EVERY JOB AND FIT EACH FRAME TO PERFECTION.



QUICK AND EASY ASSEMBLY

WITH SNAP-TOGETHER CONNECTIONS AND LOCK, IT DEFINITELY PROVIDES EFFORTLESS INSTALLATION.



DURABILITY

MADE OF LIGHTWEIGHT DURABLE ALUMINUM FRAME AND STRONG STRETCH FABRIC MATERIAL. SEAMLESS DYE LAMINATED POLY POPLIN FABRIC.



STANDARD AND CUSTOMIZED SHAPES

ARE THE PERFECT SOLUTION FOR ANY PROJECT AND BUDGET. SELECT FROM A NUMBER OF STANDARD STRUCTURES OR LET OUR IN-HOUSE DESIGN ENGINEERS CREATE A UNIQUE DISPLAY THAT FITS YOUR NEEDS.



Green Festival - San Francisco
November 13 - 15, 2015
Cow Palace

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Graphic File Submission Guidelines

We want your graphics to look their best. We are committed to partnering with you in order to provide the most comprehensive and effective solutions in the trade show industry. In order to produce your graphics at the highest quality and facilitate the transfer of your files to us for production, we are pleased to provide you with this graphic file submission document. Note - the basic cost of graphic production is typically included in your sales quote. Additional prep work on supplied files may require additional fees. Please contact [Metropolitan Exposition](#) for details.

Formats for images and logos		Transfer options for images or logos	
Program	Preferred File (type)	Media	Note
Adobe Illustrator	ai, eps	Flash Drive	With attached fonts and links
Adobe Photoshop	tiff, psd, jpeg (high quality)	E-mail Attachments	Limited to maximum size 5MB
Adobe InDesign	indd (include links)	FTP	zip or compression preferred
Adobe Acrobat	PDF (press quality setting)	DropBox	File sharing

Avoiding Additional Costs:

Files obtained from the internet or artwork created in MS Office application (Word, Excel, Power Point, etc.) are often not suitable for high quality output, and typically require additional fees. Artwork should be created to full size - however for larger files i.e. Banner - artwork at 1/4 scale of actual size is acceptable. Scans should be no smaller than 300dpi at 1/4 size. To avoid additional fees associated with these file types, please supply files, at a minimum, two weeks prior to your show.



gif @ 400%



.ai / .eps @ 400%

Vector Artwork

For the best quality in large format printing, artwork should be created and supplied in vector format (.ai or .eps), unless the image is a photo or image file (see bitmap/raster below). Logos and images taken from websites are generally gif's. Gif files are not acceptable as they are low resolution and will NOT print clearly.

Vectors

text @ 100%

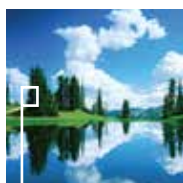


outlined text

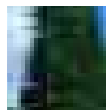
Artwork which is going to be produced in vinyl - i.e: solid company logo's or text, must be supplied in a vector format (.ai or .eps). Converting bitmap images to vector for vinyl production is a typical issue that may incur additional fees.



Low Resolution
(72dpi) jpeg 88kb



High Resolution
(300dpi) jpeg 3.52 MB



print
preview



Bitmap/Raster Artwork

JPEG/TIFF- We accept these formats but the original artwork must be of sufficient high resolution- 300dpi - and to size as needed for print - in order to print at the best quality.

PDF- These are print files only and can NOT be altered or versioned to fit different sizes. Artwork must be set up at the correct proportion and at print ready quality. Make sure images are saved at high resolution (300dpi).



Color Set Up

If your artwork utilizes PANTONE MATCHING SYSTEM (PMS), please supply a Pantone color reference. Note that Pantone colors are matched to the best possible interpretation for the specific output device and material printed on. If you would like us to match existing graphics, please provide hard copy of the graphics for reference.

If your artwork utilizes CMYK values, the printer will use those.

Fonts

Convert all fonts into outlines or paths prior to uploading the files. Also please provide ALL FONTS utilized in your files. This is in case we need to edit copy or if some fonts were not converted to paths or outlines.

YESTERDAY'S VALUES

TOMORROW'S VISION

DELIVERED TODAY

Headquarters
115 Moonachie Ave
Moonachie, NJ 07074
201.994.1300 phone
201.994.1350 fax

Edison
97 Sunfield Avenue
Edison, NJ 08837
732.346.0800 phone
732.346.0811 fax

Toronto
33 Lakeside Avenue
Scarborough, ON M1N 3C2

Las Vegas
5220 Cameron Street
Las Vegas, NV 89118
702.435.7483 phone
702.435.7417 fax



Union Jurisdictions



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Green Festival - San Francisco

November 13 - 15, 2015

Cow Palace

UNION INFORMATION

To assist you in planning your participation in your San Francisco show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

DECORATORS UNION

(Display Installation & Dismantle)

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and carpet installation. This does not apply to the unpacking and placement of your merchandise. You may set up your exhibit display if one person can accomplish the task in less than one (1) hour without the use of tools.

If your exhibit preparation, installation, or dismantling requires more than one (1) hour, you must use union personnel supplied by the Official Decorating Contractor.

As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

TEAMSTER UNION

Members of this union claim jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move materials that can be carried by hand, by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.

ELECTRICAL UNION

Members of this union jurisdiction for hardwiring ordered outlets to the line side of the exhibitors' equipment and wiring of caps over 120 volts to the raw cord feeding exhibitors' equipment. All plugs over 120 volts will be plugged in by electrical union personnel. Exhibitors may plug in their own plugs of 120 volts to their ordered outlets.

GENERAL INFORMATION

FLAMEPROOFING

All table coverings as well as booth equipment must be a non-flammable material. All decorative materials must be fire-resistant and in accord with the standard established by the San Francisco Fire Department. Affidavits attesting to flameproof compliance with San Francisco Fire Department Regulations must be submitted when requested.

INSURANCE

Metropolitan Exposition Services, Inc. and/or the Association (Exhibit Manager) and/or the Exhibit Convention Site will not be responsible in any way for the safety of any exhibit or materials against fire, water, theft, accident or any cause nor for the loss or damage to goods consigned to its care. However, every effort will be made to protect exhibitor's property. You are advised to consult your insurance broker for proper coverage on any of your display materials from the time it leaves your company's premises until it returns.



Labor Order Form



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
October 29, 2015

Green Festival - San Francisco
November 13 - 15, 2015
Cow Palace

Company Name: _____ Booth #: _____
Contact Name: _____ Phone #: _____

DISPLAY LABOR (One Hour Minimum per Worker)

		Rates: per person/per hour	
Laborer		Discount Price	Showsite Price
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	\$125.00	\$162.50
Overtime	All other times	\$187.50	\$243.75
Double Time	Sundays and Holidays	\$250.00	\$325.00

- * Start time guaranteed only when labor is requested for the start of the working day.
- * Labor must be cancelled in writing, 24 hours in advance to avoid one (1) hour cancellation or no-show fee per worker.

INSTALLATION LABOR

- ☐ Metropolitan Exposition Supervised Labor – Key Information Form must be completed and returned with this order form.
Installation of your exhibit will be completed at our discretion prior to show opening.
The charge for this service is 30% of the total installation labor bill, or a minimum of \$63.00.

Emergency Contact: _____ Phone #: _____

- ☐ Exhibitor Supervised Labor – Supervisor must check-in at Metropolitan Service Desk to pick-up labor.

Supervisor Name: _____ Phone #: _____

Date	Start Time	No. of People	Approx. Hrs Per Person	Total Hrs	Hourly Rate	Estimated Total Cost
_____	_____	_____	X _____ = _____ @ _____	_____	_____	\$ _____
_____	_____	_____	X _____ = _____ @ _____	_____	_____	\$ _____
_____	_____	_____	X _____ = _____ @ _____	_____	_____	\$ _____
Metropolitan Supervision (30% / \$63.00 minimum)					=	\$ _____
Total Installation					=	\$ _____

DISMANTLE LABOR

- ☐ Metropolitan Exposition Supervised Labor – Key Information Form must be completed and returned with this order form.
Dismantle of your exhibit will be completed at our discretion.
The charge for this service is 30% of the total dismantle labor bill, or a minimum of \$63.00.

Emergency Contact: _____ Phone #: _____

- ☐ Exhibitor Supervised Labor – Supervisor must check-in at Metropolitan Service Desk to pick-up labor.

Supervisor Name: _____ Phone #: _____

Date	Start Time	No. of People	Approx. Hrs Per Person	Total Hrs	Hourly Rate	Estimated Total Cost
_____	_____	_____	X _____ = _____ @ _____	_____	_____	\$ _____
_____	_____	_____	X _____ = _____ @ _____	_____	_____	\$ _____
_____	_____	_____	X _____ = _____ @ _____	_____	_____	\$ _____
Metropolitan Supervision (30% / \$63.00 minimum)					=	\$ _____
Total Dismantle					=	\$ _____



Key Information Page



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Discount Deadline Date
October 29, 2015

Green Festival - San Francisco
November 13 - 15, 2015
Cow Palace

Company Name: _____ Booth #: _____
Contact Name: _____ Phone #: _____

Please complete and return form if your display installation and/or dismantle is to be supervised by Metropolitan Exposition Services, Inc.

INBOUND SHIPPING & SET-UP INFORMATION

Freight Carrier: _____ Date Shipped: _____
Number of Pieces: _____ Total Weight: _____ Tracking Number: _____
Freight shipped to: ☐ Warehouse ☐ Showsite
Comments: _____
Set-up Plan/Photo: ☐ Attached ☐ With Exhibit ☐ In Crate # _____
Electrical Drawing: ☐ Attached ☐ With Exhibit ☐ Under Carpet
Carpet: ☐ With Exhibit ☐ Rental ☐ Padding
Equipment/tools/hardware required: _____
Comments: _____

Remember to order in advance:

Furnishings & Carpeting

Cleaning

Electrical & Telephone

OUTBOUND SHIPPING & SET-UP INFORMATION

Ship To: _____
Address: _____
City/State/Zip: _____
Attention: _____ Phone: _____

Method of Shipment (list name & phone number)

☐ Common Carrier _____
☐ Van Line _____
☐ Air Freight _____
☐ Next Day ☐ 2nd Day ☐ Deferred (3 to 5 days)

Freight Charges: ☐ Prepaid ☐ Collect
Bill To: _____
Address: _____
City/State/Zip: _____

EMERGENCY CONTACT INFORMATION

Name: _____ Phone: _____



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Green Festival - San Francisco

November 13 - 15, 2015

Cow Palace

OFFICIAL SERVICE CONTRACTORS

Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service Contractors are appointed to:

- Ensure the orderly and efficient installation and removal of the overall exposition,
- Assure the distribution of labor to all Exhibitors according to need,
- Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself,
- See that the proper type and limits of insurance are in force, and
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

- Supervision may be provided by the Exhibitor
- The Exhibitor may appoint an exhibit installation contractor or display builder.

EXHIBITOR APPOINTED CONTRACTORS

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Show Management in writing and Metropolitan Exposition Services, Inc. of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnish the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage, to show management and Metropolitan Exposition Services, Inc. at least ten (10) days before the show opening.
3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Metropolitan Exposition Services, Inc.
4. For services such as electrical, plumbing, telephone, cleaning, and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
5. The Exhibitor Appointed Contractor to be used by the Exhibitor must provide a certificate of insurance with at least the following limits:
 - a. Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person per occurrence.
 - b. \$2,000,000 with respect to injuries to more than one person in any occurrence.
 - c. Worker's Compensation Insurance including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage.
 - d. Metropolitan Exposition Services, Inc. must be named as additional insured.

*Any Exhibitor that does not have a certificate of insurance on file in the Metropolitan Exposition Service, Inc. office ten (10) days prior to the show will be automatically assessed a \$100.00 fee which will be charged against their security deposit.

6. The Exhibitor Appointed Contractor:
 - a. Must agree to abide by all rules and regulations of the show, including all union rules and regulations.
 - b. Must have all business licenses, permits, and Worker's Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.
 - c. Will share with Metropolitan Exposition Services, Inc. all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etcetera.
 - d. Must furnish Show Manager and Metropolitan Exposition Services, Inc. with the name of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
 - e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
 - f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space.
 - g. Shall provide, if requested, evidence to Metropolitan Exposition Services, Inc. that it possesses applicable and current labor contracts
 - h. Must coordinate all of its activities with Metropolitan Exposition Services, Inc.
7. All information must be received in the Metropolitan Exposition Services, Inc. office no later than ten (10) days prior to the show.



Exhibitor Appointed Contractor Notification



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Green Festival - San Francisco

November 13 - 15, 2015

Cow Palace

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

If your company is utilizing services from a company other than your own or Metropolitan Exposition Services, Inc., the official service contractor designated by Show Management, this form must be completed and returned by October 29, 2015.

If this form is not returned, the Exhibitor Appointed Contractor will not be permitted to access the exhibit floor to service the exhibit, and the work will be performed and/or supervised by Metropolitan Exposition Services, Inc.

Exhibiting Company _____ Booth _____

Address _____

City, State, ZIP _____

Authorized by _____ Title _____

Phone _____ Fax _____

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of the event.

By signing below, you agree that by using an exhibitor appointed contractor(s) for any service, you agree to indemnify, defend and hold harmless Metropolitan Exposition Services, Inc. from any and all claims, demands, suits, liabilities, damages, injuries, losses, expenses, including legal expenses, due to the presence or actions of the exhibitor appointed contractor(s).

Signature _____ Date _____

The Exhibitor Appointed Contractor must send a copy of their General Liability Insurance Certificate no later than by October 29, 2015.

Type of work to be performed _____

Exhibitor Appointed Contractor/Display House _____

Address _____

City, State, Zip _____

Phone _____ Fax _____

On-Site Contact _____



In-Booth Forklift Order Form



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
October 29, 2015

Green Festival - San Francisco
November 13 - 15, 2015
Cow Palace

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

To determine if you need in-booth forklift and labor, please read this form carefully.

- In-booth forklift and labor may be required to assemble displays or when uncrating, positioning, and re-skidding equipment or machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator and assistant.

IN-BOOTH FORKLIFT & LABOR

		DISCOUNT PRICE		STANDARD PRICE	
		Forklift & Crew	Teamster	Forklift & Crew	Teamster
Straight Time	8:00am to 4:30 pm, Monday - Friday	\$171.76	\$223.28	\$223.27	\$290.24
Overtime	All other times and Saturday & Sunday	\$233.21	\$303.17	\$303.18	\$394.13
Double Time	Holidays	\$285.18	\$370.74	\$370.75	\$481.98

One hour minimums apply for crews and extra assistants; thereafter, charges are assessed at ½ hour increments.

Start time guaranteed only when labor is requested for the start of the working day at 8:00am.

Supervisor must check in at the Metropolitan Exposition Service Desk to pick-up labor.

Upon completion, the Supervisor must return crew to Metropolitan Service desk and approve the work order.

Labor must be cancelled in writing, 24 hours in advance to avoid one (1) hour cancellation or no-show fee per crew and / or worker.

Invoice will be calculated according to actual hours worked.

INSTALLATION LABOR

Description	Date	Start Time	# of Equipment Persons	Approx Hrs Per Person	Total Hours	Hourly Rate	Estimate Total
						Sub-Total	
						Total	

DISMANTLE LABOR

When scheduling dismantle labor, allow sufficient time for empty containers to be returned to your booth

Description	Date	Start Time	# of Equipment Persons	Approx Hrs Per Person	Total Hours	Hourly Rate	Estimate Total
						Sub-Total	
						Total	

Install Labor \$ _____ + Dismantle Labor \$ _____ = TOTAL \$ _____



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Green Festival - San Francisco

November 13 - 15, 2015

Cow Palace

ATTENTION

Green Festival - San Francisco Exhibitors

Metropolitan Exposition Services, Inc. is the designated provider for material handling.

Please note that exhibitor move-in is on:

November 12, 2015 (9:00am - 6:00pm)

To ship your exhibition materials to the Metropolitan Exposition Warehouse, consign your shipment(s) as follows:

Green Festival - San Francisco
[Exhibiting Company Name]
[Booth Number]
c/o Metropolitan Exposition Services
UPS Freight c/o Palmisano Delivery Service
435 23rd Street
San Francisco, CA 94107

Materials should arrive between October 8, 2015 - November 5, 2015

Materials that are delivered to the Metropolitan Exposition Warehouse after the receiving deadline of November 5, 2015 will incur an additional 30% "late delivery" surcharge.

Should you have any questions, please do not hesitate to contact our Exhibitor Services Department as follows:

Phone: 201.994.1301
Fax: 201.994.1350
E-Mail: Exhibitorservices@metro-expo.com
Web Site: www.metro-expo.com



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Green Festival - San Francisco

November 13 - 15, 2015

Cow Palace

Please take a few minutes and review the following information pertaining to shipping and material handling.

Shipping Charges

Please prepay all shipping charges. Metropolitan Exposition Services, Inc. will not accept or be responsible for collect shipments.

Material Handling Rates and Charges

Labor and equipment required for unloading and loading are included with Metropolitan Exposition Services material handling rates. Material handling rates apply to each 100 pounds (CWT). All fractional poundage must be **rounded up** to the next CWT. Each shipment received is considered separately. No cumulative weights are allowed on split shipments, UPS, etc. The above services whether used completely or in part, are based on the inbound weight of the shipment. Tracing shipments with your carrier is NOT the responsibility of Metropolitan Exposition Services, Inc. Metropolitan Exposition Services, Inc. requires that 100% of the estimated payments are due in advance. Please complete and return the Payment Authorization Form with your order.

Special Handling

A surcharge of 35% is applied in addition to the quoted rates for shipment(s) received that require special handling. Special handling is defined as, but not limited to, any shipment that requires additional handling or special equipment to load or unload, i.e. ground handling, mixed loads, double decking, hoist equipment, designated loading sequence or side door unloading. You are required to notify Metropolitan Exposition Services, Inc. of any special handling needs two weeks prior to set-up. This includes forklift capacity over 5,000 pounds. Uncrated and/or loose shipments are subject to this charge.

Consignment

All shipments must be consigned c/o Metropolitan Exposition Services to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

Inbound Bill of Lading / Delivery Slip

All shipments must have a bill of lading or delivery slip indicating the piece count, weight and description of merchandise. Upon shipping, immediately send copies of bill of lading to Metropolitan Exposition as well as your on-site representative. Material handling charges are based on the weight of the freight. Certified weight receipts are required for all shipments. Trucks arriving without documented weight will be required to go to the nearest weighing station to obtain documentation or a mutual decision will be made as to the weight and will be binding to both parties.

Service Within Booth

All deliveries are made to the booth. Any further handling or placement within the booth will incur additional charges.

Empty Containers/Labels

When finished unpacking, empty shipping containers (cartons, fiber cases, etc.) that have empty labels affixed to them will be picked up, stored and returned at the close of the show. Empty labels are available at the Metropolitan Service Desk and are to be used for empty storage only. Metropolitan Exposition Services, Inc. is not responsible for any contents of a container marked empty. It will not be possible to access empty containers during the show as they will be stored off-site.



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Green Festival - San Francisco

November 13 - 15, 2015

Cow Palace

Outbound Shipments

At the close of the show, it is the exhibitors' responsibility to:

- Obtain a Material Handling Agreement (MHA) from Metropolitan Exposition Services, Inc.
- Arrange with carrier of your choice to pick-up your freight from show site by the designated time
- Re-pack and label each container being shipped (old shipping labels should be removed)
- Complete and return the Material Handling Agreement (MHA) to Metropolitan Exposition Services, Inc.

A Material Handling Agreement must be completed for each shipment. Therefore, if you are shipping out freight to (2) different locations, Metropolitan must have an MHA for both locations. If freight is found on the show floor and Metropolitan Exposition Services, Inc. does not have a completed Material Handling Agreement, Metropolitan Exposition Services, Inc. will declare it **FORCED FREIGHT** and it will be returned C.O.D. to the address present on the outside of the packages. Metropolitan Exposition Services, Inc. assumes no responsibility for misdirected shipments or liability for such handling. Additional charges will be assessed for shipments returning to our warehouse at \$55.00 per 100 pounds/CWT.

LIMITS OF LIABILITY

We are not responsible for damages to uncrated materials; materials improperly packed or concealed damages.

1. We are not responsible for loss, theft, or disappearance of any materials improperly packed or concealed damages.
2. We are not responsible for loss, theft, or disappearance of any materials before they are picked up from the exhibitors' booth for reloading after the show. Bills of lading covering outbound shipments will be checked at the time of actual pickup from the booth and discrepancies will be corrected.
3. We are not responsible for any loss, damage or delay due to fire, Acts of God, strikes, lockout, or work stoppages of any kind or to causes beyond our control.
4. Maximum recovery. If found liable for any loss, Metropolitan's sole and exclusive maximum liability for loss or damage to exhibitor's materials and exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound/article with a maximum liability of \$100.00 (USD) per item, or \$1500.00 (USD) per shipment, whichever is less.
5. We are not liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit it.
6. The consignment or delivery of a shipment to Metropolitan Exposition Services Inc. by an exhibitor (and/or other shipper) on behalf of the exhibitor shall be construed as acceptance by the exhibitor of the terms and conditions set forth.



Shipping Information



METROPOLITAN
exposition

115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Green Festival - San Francisco

November 13 - 15, 2015

Cow Palace

As the official service contractor, Metropolitan Exposition Services, Inc. is the exclusive provider of material handling services. We are prepared to receive your exhibition materials either in advance at our warehouse or directly at show site. Material handling should not be confused with the cost to transport your exhibit materials to and from the show. You should arrange for the carrier of your choice to transport your materials. All shipments must be prepaid. Collect shipments will be refused.

Advance Shipping to Metropolitan Exposition Warehouse (200 pound minimum per shipment)

Only material that is skidded or in shipping containers that can be unloaded without additional handling required will be accepted at our warehouse. Uncrated or loose shipments will be refused at the warehouse.

The rate for this service includes: unloading and storing freight for up to (30) days; reloading and delivering freight to your booth; removing, storing and returning empty shipping containers; reloading freight onto outbound carrier.

Make out the bill of lading and consign as follows:

.....
: Green Festival - San Francisco :
: [Exhibiting Company Name] :
: [Booth Number] :
: c/o Metropolitan Exposition Services, Inc. :
: UPS Freight c/o Palmisano Delivery :
: Service :
: 435 23rd Street :
: San Francisco, CA 94107 :
:

.....
: **Advance shipments can arrive beginning on:** :
: October 8, 2015 :
: **Advance shipment deadline** :
: **(to avoid surcharges)** :
: November 5, 2015 :
: *Warehouse receiving hours are 8:00am - 4:00pm* :
:

Direct Shipping to Cow Palace (200 pound minimum per shipment)

This service includes: unloading freight and delivering materials to your booth; removing, storing and returning empty containers; reloading freight onto outbound carrier.

Make out the bill of lading and consign as follows:

.....
: Green Festival - San Francisco :
: [Exhibiting Company Name] :
: [Booth Number] :
: c/o Metropolitan Exposition Services, Inc. :
: Cow Palace :
: 2600 Geneva Ave :
: Daly City, CA 94014 :
:

.....
: **Shipments can arrive to show site:** :
: November 12, 2015 (10:00am - 4:00pm) :
: *Do not ship any materials to Cow Palace before* :
: *this time frame.* :
: *Cow Palace will not* :
: *accept any shipments.* :
:

Material Handling Order Form

METROPOLITAN
exposition

115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Green Festival - San Francisco

November 13 - 15, 2015

Cow Palace

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

CRATED/SKIDDED Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

UNCRATED Material that is shipped loose or pad wrapped, and/or unskidded machinery without proper lifting bars or hooks.

SPECIAL HANDLING Material delivered by the carrier in such a manner that it requires additional handling, such as these types of unloading: ground, side door, constricted space, designated place, mixed loads, and/or stacked shipments. **Federal Express, DHL and UPS shipments are included in this category.**

Straight Time	Monday through Friday, 8:00am to 4:30pm
Overtime	Monday through Friday, 4:30pm to 8:00am; Saturdays, Sundays and all Holidays
ST/ST	Freight handled on straight time into and out of the show
ST/OT	Freight handled one way on straight time and one way on overtime, either into or out of the show
OT/OT	Freight handled on overtime into and out of the show

ADVANCE SHIPMENTS TO METROPOLITAN WAREHOUSE

*** Advance shipments will be charged at the following rates in accordance with our move-in and move-out schedule.

	CRATED / SKIDDED		SPECIAL HANDLING	
	Per 100 lbs	Minimum	Per 100 lbs	Minimum
ST/OT	\$206.25	\$412.50	\$278.44	\$556.88
OT/OT	\$275.00	\$550.00	\$371.25	\$742.50

DIRECT SHIPMENTS TO COW PALACE

*** Direct shipments will be charged at the following rates in accordance with the move-in and move-out schedule.

*** Trucks signing-in at after 2:00pm will be charged OT rate.

	CRATED / SKIDDED		UNCRATED		SPECIAL HANDLING	
	Per 100 lbs	Minimum	Per 100 lbs	Minimum	Per 100 lbs	Minimum
ST/OT	\$187.50	\$375.00	\$253.13	\$506.26	\$281.25	\$562.50
OT/OT	\$250.00	\$500.00	\$337.50	\$675.00	\$375.00	\$750.00

SMALL PACKAGE – (Items that DO NOT ship out) Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 30 pounds, per shipment, per delivery. Only Federal Express, UPS, & DHL shipments can be considered as small packages.

	Warehouse	Show Site
First Carton	\$61.82	\$52.69
Each Additional Carton	\$18.41	\$12.27

* If small packages are shipped out, the prices will be changed to reflect the above roundtrip rates.

CALCULATE ESTIMATED MATERIAL HANDLING CHARGES

Our shipment will be delivered to: ☐ Metropolitan Warehouse ☐ Cow Palace
We are shipping _____ lbs. @ \$_____ per 100 lbs., 200 lbs. min per shipment

Estimate = \$ _____

Late Arrival Surcharge add 30% = \$ _____

Total Due = \$ _____

We understand this is an estimate. Invoicing will be done from actual weight and adjustments made accordingly.

WAREHOUSE LABEL

METROPOLITAN
exposition

R U S H

DO NOT DELAY

Must Arrive on or before
Ocober 8, 2015 - November 5, 2015

TO: _____ EXHIBITOR'S NAME

C/O: METROPOLITAN EXPOSITION SERVICES INC.
UPS Freight c/o Palmisano Delivery Service
435 23rd Street
San Francisco, CA 94107

WAREHOUSE

Green Festival - San Francisco

Booth: _____ No. _____ of _____ Pcs.

Carrier _____

SHOW SITE LABEL

METROPOLITAN
exposition

R U S H

DO NOT DELAY

Must Arrive
November 11, 2015 (9:00am - 6:00pm)

TO: _____ EXHIBITOR'S NAME

C/O: METROPOLITAN EXPOSITION SERVICES INC.
Cow Palace
2600 Geneva Ave
Daly City, CA 94014

SHOW SITE

Green Festival - San Francisco

Booth: _____ No. _____ of _____ Pcs.

Carrier _____

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLEASE PLACE ONE ON EACH PIECE SHIPPED TO ENSURE
PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

Metropolitan Exposition Transportation Inbound Form

METROPOLITAN
exposition

TRANSPORTATION

115 Moonachie Avenue
Moonachie, N.J. 07074

Phone: 201-355-4109 Fax: 201-355-4145

Green Festival - San Francisco

November 13 - 15, 2015

Cow Palace

PO#

Internal Use Only

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Contact Information

Contact Name	Company Name
Phone	Email Address

Pickup Location

Company Name		
Street Address	City	State/Country
	Zip/Postal Code	Phone Number

Shipment Destination

Company Name		
Show Name / Booth Number		
Street Address	City	State
	Zip/Postal Code	

Type of Service

<input type="checkbox"/> Truckload	<input type="checkbox"/> Deferred	<input type="checkbox"/> 2nd Day Air
<input type="checkbox"/> Overnight Air	<input type="checkbox"/> Economy / Standard Ground	<input type="checkbox"/> 3rd Day Air

Additional Services

<input type="checkbox"/> Lift Gate
<input type="checkbox"/> Residential
<input type="checkbox"/> Inside Pickup
Declared Value \$ _____ (Declared Value can not exceed \$10,000)

Metropolitan Exposition Transportation Inbound Form

METROPOLITAN
exposition

TRANSPORTATION

115 Moonachie Avenue
Moonachie, N.J. 07074

Phone: 201-355-4109 Fax: 201-355-4145

Green Festival - San Francisco

November 13 - 15, 2015

Cow Palace

PO#

Internal Use Only

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Shipment Information

Requested Pickup Date			Time of pickup (4 hour window:)	
Requested Delivery Date				
Number of Pieces	Length	Width	Height	Weight
			Total Weight	
			Hazardous Materials?	
			<input type="checkbox"/> YES <input type="checkbox"/> NO	

Additional Information or Instructions

When you've completed this form, fax it to 201-355-4145 or email shipping@metro-transportation.com.

If you have any Questions or Concerns, call us at 201-355-4109.

***** Thank You for Choosing Metropolitan Exposition Transportation! *****



Outbound Shipping Form



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-355-4109 Fax: 201-355-4145

Green Festival - San Francisco

November 13 - 15, 2015

Cow Palace

Company Name _____

Booth Number _____

OUTBOUND SHIPMENT DETAILS

Company / Business Name		
Street Address		
Show Name (if applicable)	City	State
Contact Name & Number	Zip/Postal Code	

☐ Carrier Name: _____ ☐ Metropolitan Exposition Transportation

☐ Economy / Deferred (4 - 7 Business Days) ☐ 2nd Day

☐ 3rd Day ☐ Next Day

Piece Count Estimate _____ Total Weight Estimate _____

Additional Information or Instructions



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Green Festival - San Francisco

November 13 - 15, 2015

Cow Palace

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE

The terms and conditions set forth below become a part of the Contract between Metropolitan Exposition Services, Inc. and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- The Payment Authorization Form is signed; or
- An order for labor, services and/or rental equipment is placed by exhibitor with Metropolitan Exposition Services, Inc.; or
- Work is performed on behalf of exhibitor by labor secured through Metropolitan Exposition Services, Inc.

DEFINITIONS

For purposes of the contract, "Metropolitan Exposition Services, Inc.," ("Metropolitan") means its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors Metropolitan Exposition Services, Inc. may appoint. The term "Exhibitor" means the exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional after deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Metropolitan except where specifically identified as a sale. All rentals include delivery, installation, and removal from Exhibitor's booth. In case of cancellation of any orders or services by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor orders that are not cancelled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, a 50% restocking fee will be applied to all Metropolitan rental items with the exception of Custom-Cut carpet and any other custom-order items, which will remain at 100% of the original charge. If the show or event is canceled because of reasons beyond Metropolitan's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Metropolitan will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is exhibitor's responsibility to advise the Metropolitan Service Desk Representative of any problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the show or event. If Exhibitor is exempt from payment of sales tax, Metropolitan requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International exhibitors, Metropolitan requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in Moonachie, New Jersey upon receipt of invoice. Effective thirty (30) days after invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an Annual Percentage Rate of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, any excess finance charge received by Metropolitan shall be either applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the Laws of the State of New Jersey. In the event of any dispute between the Exhibitor and Metropolitan relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Metropolitan for its services, as an offset against the amount of any alleged loss or damage. Any claim against Metropolitan shall be considered a separate transaction, and shall be resolved on its own merits. Metropolitan reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by the Exhibitor, or for any charges that Metropolitan may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Metropolitan hereby provides notice that it reserves the right, and Exhibitor authorizes Metropolitan, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on Exhibitor's account.

LABOR UNDER THE SUPERVISION OF METROPOLITAN – RESPONSIBILITIES:

Metropolitan shall be responsible for the performance of labor provided under this option. Metropolitan does not assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under Metropolitan's direct supervision and control. In no event shall Metropolitan be liable for loss or damage caused by delay in labor beginning work when Exhibitor requests labor to begin later than the start of the working day. Metropolitan shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond Metropolitan's reasonable control.

INDEMNIFICATION:

Metropolitan agrees to indemnify, hold harmless, and defend Exhibitor from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to Metropolitan's employees, or property damage arising out of work performed by labor provided by and supervised by Metropolitan except when Exhibitor exercises direction and/or control over the work being performed.

LABOR UNDER THE SUPERVISION OF EXHIBITOR – RESPONSIBILITIES:

Exhibitor shall be responsible for the performance of labor provided under this option. It is the responsibility of exhibitor to supervise labor secured through Metropolitan in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Metropolitan's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to show or facility management rules and regulations. It is the responsibility of Exhibitor to check in with the Metropolitan Service Desk to pick up labor and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION:

Exhibitor agrees to indemnify, hold harmless, and defend Metropolitan from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorney's fees and investigation costs) for bodily injury, including any injury to Metropolitan employees, and/or property damage arising out of work performed by labor provided by Metropolitan but supervised by Exhibitor. Further, the Exhibitor's indemnification of Metropolitan includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by facility or show management, and/or directing labor provided by Metropolitan to work in a manner that violates any of the above rules, regulations, and/or ordinances.



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Green Festival - San Francisco

November 13 - 15, 2015

Cow Palace

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE

The terms and conditions set forth below become a part of the Contract between Metropolitan Exposition Services, Inc. and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- The Material Handling Agreement is signed; or
- Exhibitor's materials are delivered to Metropolitan's warehouse or to a show or exposition site for which Metropolitan Exposition Services, Inc. is the Official Show Contractor; or
- An order for labor and/or rental equipment is placed by exhibitor with Metropolitan

1. **DEFINITIONS** - For purposes of the contract, "Metropolitan Exposition Services, Inc.," ("Metropolitan") means its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors Metropolitan Exposition Services, Inc. may appoint. The term "Exhibitor" means the exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC"). Further, Exhibitor is in fact the "Shipper" for all purposes and circumstances notwithstanding anything contained herein to the contrary.

2. **PACKAGING & CRATES** - Metropolitan shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, Metropolitan shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

3. **EMPTY CONTAINERS** - Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of the exhibitor or its representative. All previous labels must be removed or obliterated. Metropolitan assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Metropolitan labels; improper information on the empty labels. Metropolitan will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.

4. **INBOUND SHIPMENT(S)** - Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor or its representative, and during such time the materials will be left unattended. Metropolitan will not be responsible for any loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to Exhibitor's booth at show site. Metropolitan highly recommends the securing of security services from facility or show management.

5. **OUTBOUND SHIPMENT(S)** - Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. Metropolitan will not be responsible for any loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for reloading at the conclusion of the event. Metropolitan highly recommends the securing of security services from facility or show management. All Material Handling Agreements submitted to Metropolitan by exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Metropolitan and the actual count of such items in the booth at the time of pickup.

6. **DELIVERY TO THE CARRIER FOR RELOADING** - Metropolitan assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed contractor, shipper, or agent for transportation after the conclusion of the show. Metropolitan loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. Metropolitan assumes no responsibility for loss, damage, theft or disappearance of exhibitor's materials that arises out of improperly loaded materials.

7. **DESIGNATED CARRIERS** - In order to expedite removal of materials from show site as required by show management and/or the facility, Metropolitan shall have the authority to change the exhibitor designated carrier if that carrier does not pickup the shipment(s) at the appointed time. Where no disposition is made by exhibitor, materials may be taken to a warehouse to await exhibitors shipping instructions and exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall Metropolitan be responsible for any loss resulting from such rerouting designation.

8. **METROPOLITAN'S RESPONSIBILITIES** - Metropolitan shall be responsible only for those services which it directly provides. Metropolitan assumes no responsibility for any persons, parties, or other contracting firms not under Metropolitan's direct supervision and control. Metropolitan's performance hereunder is subject to, and Metropolitan shall not be responsible for loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances power failures, explosions, acts of terrorism or war, or for any other cause beyond Metropolitan's reasonable control, nor for ordinary wear and tear in the handling of materials.

9. **INSURANCE** - It is understood that Metropolitan is not an insurer. Insurance on exhibit materials, if any, shall be obtained by exhibitor in amounts and for perils determined by exhibitor. Exhibitor agrees to provide Metropolitan with a release of subrogation to the extent of any insurance settlement received.



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Green Festival - San Francisco

November 13 - 15, 2015

Cow Palace

10. CLAIM(S) FOR LOSS - Exhibitor agrees that any and all claims for loss or damage must be submitted to Metropolitan immediately at the show site, and in any case not later than thirty (30) days after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when exhibitor's materials are delivered to the carrier for transportation from the show site of from Metropolitan's warehouse). All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Metropolitan more than one (1) year after the date of loss or damage occurred.

- a) Payment for services may not be withheld. In the event of any dispute between the exhibitor and Metropolitan relative to any loss, damage, or claim, exhibitor shall not be entitled to and shall not withhold payment or any partial payment, due Metropolitan for its services as an offset against the amount of any alleged loss or damager. Any claims against Metropolitan shall be considered a separate transaction and shall be resolved on their own merits.
- b) Maximum recovery. If found liable for any loss, Metropolitan's sole and exclusive maximum liability for loss or damage to exhibitor's materials and exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less.
- c) Breach of Contract and/or negligence only. Metropolitan's liability shall be limited to any loss or damage which results solely from Metropolitan's negligence in the actual physical handling of the items comprising exhibitor's shipment(s) OR which results from breach of this contract and not for any other type of loss or damage. In no event shall Metropolitan be liable to the exhibitor or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortuous conduct, failure of the equipment or services of Metropolitan or breach of any of the provisions of this Contract, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, event if Metropolitan has been advised or had notice of the possibility of such damages, or for any damages caused by exhibitor's failure to perform exhibitor's responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic losses.

11. DECLARED VALUE - Declarations of Declared Value are between the exhibitor and the selected carrier ONLY, and are in no way an extension of Metropolitan's maximum liability stated herein. Metropolitan will use commercially reasonable efforts to transmit the Declared Value instructions to the selected carrier; however, Metropolitan will be not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions to the carrier nor for failure of the carrier to uphold the declared value or any other term of carriage.

12. JURISDICTION / ARBITRATION - This contract shall be construed under the laws of the State of New Jersey without giving effect to its conflict of laws rules. Exclusive venue for all disputes arising out of or relating to this contract shall reside in a court of competent jurisdiction in Bergen County, New Jersey. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

13. INDEMNIFICATION - Exhibitor agrees to indemnify and forever hold harmless Metropolitan and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of contributed to by any of the following:

- Exhibitor's negligent supervision of any labor secured through Metropolitan, or the negligent supervision of such labor by any of exhibitor's employees, agents, representatives, customers, invitees and/or any exhibitor appointed contractors (EAC);
- Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of exhibitor's employees, agents, representatives, customers, invitees and/or any exhibitor appointed contractors (EAC) at the show or exposition to which this Contract related, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Metropolitan's equipment.
- Exhibitor's violation of Federal, State, County or Local ordinances;
- Exhibitor's violation of show regulations and/or rules as published and set forth by facility and/or show management.

14. WAIVER & RELEASE - Exhibitor, as a materials part of the consideration to Metropolitan for material handling services, waives and releases all claims against Metropolitan with respect to all matters for which Metropolitan has disclaimed liability pursuant to the provisions of this Contract.

15. SEVERABILITY - If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid and enforceable.

Register at www.insurance4exhibitors.com! It's easy and you get an immediate certificate!

General Liability Insurance for \$1,000,000 per Occurrence / \$2,000,000 Aggregate

GENERAL LIABILITY INSURANCE PREMIUM RATES / EVENT INFORMATION

☐ 1 Event Day: \$89.00 ☐ 4-10 Event Days: \$119.00 ☐ 6 Month Policy: \$475.00
☐ 2-3 Event Days: \$109.00 ☐ 11-30 Event Days: \$199.00 ☐ Annual Policy: \$650.00

NAME OF EVENT: _____ EVENT START DATE: _____ End Date: _____
 EVENT WEBSITE: _____ EVENT CONTACT: _____ PHONE # _____
 VENUE ADDRESS with City, State & Zip: _____

EXHIBITOR INFORMATION – REGISTER AT www.insurance4exhibitors.com

Exhibiting Company/Insured: _____ Contact Name: _____
 Address: _____ City: _____ State: _____ Zip code: _____
 Email: _____ Country: _____ Telephone: _____
 Description of Business/Exhibit: _____

Does your exhibit or business involve any of the excluded activities below? ☐ YES ☐ NO

Alcohol Serving	Amusement Devices	Animals	Athletic Participation	Mazes
Disc-Jockeys	Bands	Entertainment & Film Industry	Equipment Rental	Tobacco
Fireworks, Firearms, Weapons	Health Supplements	Hot Wax Impressions	Inflatables	
Installation/Service/Repair	Massage	Mechanical/Amusement Devices	Water Activities	
Medical Testing	Motor Sport Activities	Oxygen / Aromatherapy	Storefront Operations	
Tattooing or Piercing	Vehicles in Motion	Weight-Loss Products	Watercraft Exhibits on Water	

If yes, describe (we can still get you insurance) _____

Additional Insured: Most event planners or venues require you to name them as an additional insured. We need the name and address for each Additional Insured to issue a certificate. Don't list your employees. Just leave blank if you do not know.

Additional Insured #1: _____ Additional Insured #2: _____

Address, City, ST, Zip: _____ Address, City, ST, Zip: _____

Any special wording or coverage needed: _____

Any Additional Information or notes: _____

METHOD OF PAYMENT - BY SIGNING BELOW YOU AUTHORIZE US TO CHARGE YOUR CREDIT CARD

Payment Form: ☐ American Express ☐ MasterCard ☐ Visa ☐ Discover ☐ Check (Payable to "Insurance for Exhibitors")

Card Number: _____ Expiration Date: _____ Security Code: _____

Cardholder Name: _____ Cardholder Address: _____

Has any prior coverage been cancelled or non-renewed? ☐ Yes ☐ No

TERMS and CONDITIONS

Coverage is only provided for law suits brought in the U.S. and events held in the United States. I understand that the insurance company, in determining whether to provide insurance coverage, will rely on the information contained in this form and all other information being submitted. I hereby warrant, represent, and confirm that to the best of my knowledge all information provided is complete, true and correct. Signing this application does not bind the Applicant or the Company to complete the insurance, but it is understood and agreed that the information contained herein shall be the basis of the contract should a policy be issued. If any of the above questions have been answered fraudulently or in such a way as to conceal or misrepresent any material fact or circumstance concerning this insurance or the subject thereof, the entire policy shall be void. I understand that this policy includes an Agency fee which is not charge by the insurance company. The exact amount of the fee has been disclosed. I also understand all agency fees are not refundable once they are incurred. I also understand that this general liability policy does not provide any property coverage. By typing my name below, I am signing and agreeing.

I accept and understand the terms and conditions, Cardholder Name (Print) _____

I understand that no property is covered on this policy: ☐ **I want a quote for property coverage:** ☐